

5 CLOSED
STACKS



GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO
PUBLIC LIBRARY

REFERENCE
BOOK

Not to be taken from the Library

SAN FRANCISCO PUBLIC LIBRARY



3 1223 05718 3577



Digitized by the Internet Archive
in 2013

<http://archive.org/details/calendarmeetingo1995sanf>

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

11 CALENDAR ... ACTION
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JANUARY 4, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS ALIOTO, BIERMAN

ABSENT: SUPERVISOR HSIEH

CLERK: MARY L. RED

1. File 97-94-77. [Franchise Application Fee] Ordinance amending Administrative Code by adding Article 4, Section 11.75, to require franchise applicants to pay a fee to defray the City's costs of evaluating the application. (Supervisor Bierman)

ACTION: RECOMMENDED to Board January 9.

2. File 97-94-78. [Adult Probation Service Reimbursement Fee] Ordinance amending Administrative Code by adding Section 8.31-2, authorizing the Adult Probation Department to collect an administration fee for purpose of reimbursing the County for actual cost of services rendered. (Adult Probation Department)

ACTION: Amendment of the Whole (as presented by City Attorney) adopted. New title: "Ordinance amending Administrative Code by adding Section 8.31-2, authorizing the Adult Probation Department to collect an administration fee in the amount of \$120.00 for the cost of services rendered in processing petitions." Consideration continued to January 18.

3. File 97-94-41. [General Assistance Property Levels] Ordinance amending the San Francisco Administrative Code by amending Section 20.56.10 to increase allowable personal property under the General Assistance Program. (Supervisors Alioto, Bierman, Hallinan, Shelley)

Referred from meeting of December 13, Health, Public Safety and Environment Committee due to Fiscal Impact.

ACTION: RECOMMENDED to Board January 17. Supervisor Shelley added as cosponsor.

4. File 97-94-71. [Family Support - Collection Intervention] Ordinance amending the Administrative Code by adding Section 10.117-47.A to authorize the District Attorney to establish a collection mechanism for family support that would allow any support payee in San Francisco to have any or all support paid through the Family Support Bureau without requiring the payee to open a case through the Title IV-D Child Support Program. (Supervisor Maher)

Referred from meeting of December 13, Health, Public Safety and Environment Committee due to Fiscal Impact.

ACTION: RECOMMENDED to Board January 17.

5. File 101-94-41. [Appropriation, Department of Public Works] Ordinance appropriating and rescinding \$77,000, Department of Public Works, of General Funds to a Capital Improvement Project (Telegraph Hill Rockfall Remediation), for fiscal year 1994-95; providing for ratification of action previously taken. RO #94068 (Controller)

ACTION: RECOMMENDED to Board January 17.

6. File 101-94-42. [Appropriation, Department of Public Works] Ordinance appropriating \$18,022,000, Department of Public Works, of 1990 Earthquake Safety Bond proceeds to Capital Improvement Projects (City Hall Seismic Upgrade and Zoo Design and Construction), for fiscal year 1994-95. RO #94126 (Controller)

ACTION: Consideration continued to February 8 per Department request.

7. File 101-94-43. [Appropriation, Chief Administrative Officer] Ordinance appropriating \$85,416, Chief Administrative Officer, to a Capital Improvement Project (Upgrade City Boilers) and rescinding \$85,416 from various Capital Improvement Projects, for fiscal year 1994-95. RO #94127 (Controller)

ACTION: Amended to place \$85,416 on reserve. New title: "Ordinance appropriating \$85,416, Chief Administrative Officer, to a Capital Improvement Project (Upgrade City Boilers) and rescinding \$85,416 from various Capital Improvement Projects, for fiscal year 1994-95; placing \$85,416 on reserve." RECOMMENDED AS AMENDED to Board January 9.

8. File 101-94-45. [Appropriation, Library, \$3,965,940] Ordinance appropriating \$3,965,940, Public Library, to augment baseline library services as defined by Charter Section 6.416 for fiscal year 1994-95. (Supervisors Hsieh, Bierman, Leal, Alioto)

ACTION: Hearing held. RECOMMENDED to Board January 9.

9. File 101-94-44. [Appropriation, Library, \$6,939,488] Ordinance appropriating \$6,939,488, Public Library for salaries, fringe benefits, professional services, other non-personal services, materials and supplies, equipment and services of other departments and creating 100 positions to allow the Public Library to increase staffing, expand hours and purchase additional books (implement Proposition E). (Supervisors Hsieh, Bierman, Leal, Alioto)

ACTION: Hearing held. Amendment of the Whole reflecting Budget Analyst recommendations (see File for details), adopted. New title: "Ordinance appropriating \$6,604,630, Public Library for salaries, fringe benefits, professional services, other non-personal services, materials and supplies, equipment and services of other departments and creating 100 positions to allow the Public Library to increase staffing, expand hours and purchase additional books (implement Proposition E); placing \$85,000 on reserve." RECOMMENDED AS AMENDED to Board January 9.

10. File 102-94-7. [Public Employment, Library, Add 100 Positions] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994-95) reflecting the addition of 100 positions in the Public Library, incorporating Proposition E Funds; companion measure to File 101-94-44. (Supervisors Hsieh, Bierman, Leal, Alioto)

ACTION: Hearing held. RECOMMENDED to Board January 9.

11. File 23-94-4. [Waive Statute of Limitations, \$527.96] Resolution waiving the Statute of Limitations with respect to payment of certain warrants of the City and County of San Francisco, the sum of \$527.96 payable to Anne Vorhes, a legal obligation of the City and County of San Francisco. (Controller)

ACTION: RECOMMENDED to Board January 9.

12. File 79-92-3.10. [Reserved Funds, Community Development Block Grant] Hearing requesting release of reserved funds, Mayor's Office of Community Development, in the amount of \$287,400, to pay for six projects in the 1993 Lead Hazard Reduction Program Pool. (Mayor's Office of Community Development)

ACTION: Release of reserved funds in the amount of \$287,400 approved. FILED.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

December 30, 1994

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 4, 1995 Budget Committee Meeting

Item 1 - File 97-94-77

Item: Ordinance amending Administrative Code by adding Article 4, Section 11.75, to require franchise applicants to pay a fee to defray the City's costs of evaluating the application.

Description: The proposed ordinance would amend the Administrative Code to require that applicants for a franchise in the City pay a fee to defray the City's costs of evaluating the franchise application. The amount of the fee would be based on the Controller's estimate of the City's cost to evaluate the franchise application. The proposed ordinance further provides that if the City's actual costs as calculated by the Controller, after the application has been finally acted upon by the Board of Supervisors, are less than the fees paid, the City shall refund the difference to the franchise applicant.

Where it is required by preemptive Federal or State law, the proposed ordinance provides that franchise application fees paid to the City would be credited against the regular, recurring franchise fees required to be paid by the applicant to the City after the franchise agreement is granted.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

Comments:

1. The proposed ordinance is intended to defray City expenses that will be incurred in the evaluation of future franchise applications. Changing Federal and State regulations and the development of new technologies make it likely that the City may receive an increasing number of franchise applications. According to Ms. Joan Lubamersky of the CAO's Office, evaluating such franchise applications will require time and technical and financial expertise which is not available with existing City staff. The proposed ordinance would insure that the City's costs to evaluate future franchise applications would be covered.
2. The City's existing franchises for cable television, electricity, and other services would not be affected by this ordinance.
3. Ms. Julia Friedlander of the City Attorney's Office has advised that the proposed ordinance must apply to all future franchise applications. Therefore, the proposed ordinance would apply to new franchise applications for cable television, other video services, telecommunications, gas, electricity, and other types of services.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Memo to Budget Committee
January 4, 1995

Item 2 - File 97-94-78

Department: Adult Probation

Item: Ordinance amending Administrative Code by adding Section 8.31-2, authorizing the Adult Probation Department to collect an administrative fee for the purpose of reimbursing the County for the actual cost of services rendered.

Description: Under the California Penal Code, after successfully completing a grant of probation, clients are permitted to submit a petition for the setting aside of a verdict, which requests the dismissal of charges against the client, to the Superior Court. Alternatively, for clients who have committed felonies and have successfully completed a grant of probation, such clients may, in certain cases, submit a petition for a change of plea, which requests that a felony charge be reduced to a misdemeanor charge. Upon the submission of a petition for the setting aside of a verdict or for a change of plea, the Adult Probation Department is required to prepare a dismissal report for the Superior Court on behalf of the client, which states the basis for or against the client's request.

Section 1203.4 (c) of the California Penal Code authorizes the collection of fees from persons who petition for a change of plea or for the setting aside of a verdict. Section 1203.4 (c) further provides that this fee may not exceed \$120 per petition and requires that the Board of Supervisors determine the amount of the fee to reflect the actual cost of processing petitions.

The proposed ordinance would amend the San Francisco Administrative Code to authorize the Adult Probation Department to charge an administrative fee to clients petitioning for the setting aside of a verdict or for a change of plea which would reimburse the Department for the costs of processing petitions and preparing the related dismissal reports. The Adult Probation Department has proposed that the fees for processing a petition for a change of plea and for processing a petition for setting aside a verdict both be set at \$120, which, as noted above, is the maximum amount allowed by law. The revenues generated through the collection of such fees would be deposited into the General Fund.

The following is a breakdown of the Adult Probation Department's estimated costs to process petitions and to prepare the related dismissal reports:

| <u>Description of Task</u> | <u>Estimated Time Needed Per Case (in hours)</u> | <u>Hourly Wage, incl. Benefits</u> | <u>Total</u> |
|---|--|--|--------------|
| Initial research, performed by Clerk Typist | 1 | \$17.04 | \$17.04 |
| Interview and report preparation by Senior Probation Officer | 4 | 31.04 | 124.16 |
| Transcribing, word processing and copying of report by Transcriber Typist | <u>1</u> | 18.66 | <u>18.66</u> |
| TOTAL | 6 | | \$159.86 |

Comments:

1. The Adult Probation Department's costs of \$159.86 to process petitions and prepare the related dismissal reports exceed the maximum fee of \$120 permitted by the State.
2. The Chief Adult Probation Officer has the discretion to exempt clients from the proposed \$120 fee, depending on a determination as to the client's ability to pay.
3. According to Mr. Roy Ellender, Business Manager for the Adult Probation Department, in FY 1993-94, the Adult Probation Department processed 183 petitions to set aside a verdict or to change a plea and prepared the related dismissal reports. Based on this amount, the proposed administrative fee would have generated \$21,960 in additional revenues to the City in FY 1993-94 (183 reports x \$120 administrative fee). However, according to Mr. Ellender, administrative fee revenues would vary from year to year, depending on the client's ability to pay the proposed \$120 administrative fee and on the number of petitions filed. The estimated fee revenues have not been included in the FY 1994-95 budget.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 3 - File 97-94-41

Note: This item was transferred from the December 13, 1994 Health, Public Safety and Environment Committee meeting due to Fiscal Impact.

Department: Department of Social Services (DSS)

Item: Ordinance amending the Administrative Code by amending Section 20.56.10 to increase allowable personal property under the General Assistance (GA) Program.

Description: Section 20.56.10 of the Administrative Code currently provides that any person who has a checking or savings account containing a balance of less than \$25 is still eligible to receive the current maximum monthly General Assistance (GA) grant for a single individual of \$345. However, if a person's checking or savings account contains a balance in excess of \$25, the amount in excess of \$25 must be used to offset the monthly GA grant of \$345. For example, under current legislation, a person who has \$25 in a savings account can still receive the maximum GA grant of \$345, since none of that \$25 is used to offset the GA grant. However, if a GA recipient has \$100 in a savings account, \$75 of that amount (\$100 less \$25) would be used to offset the GA grant, so that the person would be eligible to receive only \$270 (\$345 less \$75) for one month of GA aid.

The proposed ordinance would amend Section 20.56.10 to allow a person applying for GA to have up to \$750 in a savings or checking account without any of that amount being used to offset the monthly GA grant of \$345. In addition, the proposed amendment would provide that any balance in a savings or checking account in excess of \$750 would be used to offset the monthly GA grant on a dollar-for-dollar basis. For example, under the proposed legislation, if a person had \$500 in a bank account, none of that \$500 would be applied to offset the monthly GA grant of \$345. As such, a single individual would be eligible to receive the maximum GA grant of \$345. However, if that person had \$1,000 in a bank account, he or she would still be eligible to receive a GA grant, but \$250 (the amount in excess of \$750) of that \$1,000 would be offset against the GA grant, so that the person could only receive \$95 of GA aid for that month (\$345 less \$250).

According to the Department of Social Services (DSS), the proposed legislation would (1) increase the pool of eligible GA participants because persons with more than \$25 in a bank account would become eligible to apply for GA; and (2)

increase the average length of time that a person would receive GA payments, since (a) a person with a bank account with a balance of more than \$25 would be eligible to apply for GA aid sooner and would not necessarily stop receiving GA aid earlier, and (b) clients who already receive GA payments and who would otherwise be discontinued for having a bank account with a balance in excess of \$25 might remain on GA aid for a longer period of time.

According to Mr. Antoine Moore of DSS, DSS estimates that the proposed ordinance would increase the cost of the GA Program by at least \$98,000 per year. The Attachment, provided by DSS, is a written explanation of the methodology used by DSS in arriving at this cost estimate.

According to the Author's Office, the purpose of the proposed ordinance is to provide an exit from homelessness by allowing homeless GA recipients to save enough money to pay the rent and security deposit for a new living space.

Comment:

The Board of Supervisors recently approved legislation (File 97-94-41.1) that increased the personal property limit from \$25 to \$345 without any of the \$345 offsetting the GA grant of \$345, in contrast to the proposed legislation, which would increase the personal property (savings or checking account) limit to \$750 without any of the \$750 offsetting the GA grant of \$345.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

City and County of San Francisco

Attachment
Department of Social ServicesBrian F. Cahill
General ManagerAssistant General Managers
Sally Kipper
Pat Reynolds
John R. VeraASSET LIMIT
11/18/94DSS POSITION:

- * Raising the General Assistance asset limit from \$25 to \$750 would increase costs to the County approximately \$100,000.
- * We are willing to raise the asset limit to \$100, which would raise costs by only approximately \$10,000.

We believe that raising the exemption:

- * is not likely to result in significant savings.
- * increases the number of eligible applicants
- * prolongs the average length of time a client stays on aid.

POTENTIAL SAVINGS -

Increasing the asset limit could possibly increase the quality of life for clients. With additional savings, clients might find housing faster. They might use their money to purchase necessary personal items, or some might choose to be housed in better housing arrangements for a short period of time.

Despite these additional benefits, however, increasing the asset limit probably will not result in fewer clients. In fact, the opposite is more likely true.

It is also unlikely to reduce the average grant amount, nor probably will it shorten the length of time most clients stay on aid. Therefore, raising the asset limit is not likely to result in significant savings.

COST CALCULATIONSAssumptions in Calculations -

- * 1200 clients were denied or discontinued last year for excess assets. We assume that most of these applicants had assets of between \$26 and \$750. An additional undetermined number of people never applied for GA because they did not qualify (due to excess assets). Under the new limit these people will now be eligible to apply. This second group will increase the total number of those eligible to apply for aid, so we assume that the total number of clients will be at least 1200.

- * Of the additional 1200 people, some will come on aid 1 day earlier, some 10 days earlier, others 14 days, etc. It is assumed that an equal number of new people will come in each day.
- * The estimates assume that the additional time on aid does not increase more than 15 days at a time.

Formula -

- 1) Determine the number of potential extra days on aid.
- 2) Find the average cost / day for early eligibility
- 3) Multiply average cost by the estimated number of additional people.

1) Number of potential extra days

[(Amount of asset limit - \$25) / \$11.50 day] rounded up to nearest whole number = number of extra days on aid

EX: \$750 - 25 = \$725 \$725 / \$11.50 = 64 extra days

2) Find average cost

One extra day costs \$11.50. Each additional day is an additional \$11.50. Assuming an equal distribution of clients across days, the average cost is the average cost for all days between the 1st and the 64th extra day (See chart)

Sum of the cost of all extra days / total number of extra days
= Average additional cost. Average cost is \$81.94

3) Multiply average cost by the number of additional people.

\$81.94 * 1,200 = \$98,328

Average Cost Estimates

| # Days | Cost | # Days | Cost | # Days | Cost |
|--------|-------|--------|-------|--------|------|
| 1 | 11.5 | 31 | 11.5 | 61 | 11.5 |
| 2 | 23 | 32 | 23 | 62 | 23 |
| 3 | 34.5 | 33 | 34.5 | 63 | 34.5 |
| 4 | 46 | 34 | 46 | 64 | 46 |
| 5 | 57.5 | 35 | 57.5 | 65 | 57.5 |
| 6 | 69 | 36 | 69 | 66 | 69 |
| 7 | 80.5 | 37 | 80.5 | 67 | 80.5 |
| 8 | 92 | 38 | 92 | 68 | 92 |
| 9 | 103.5 | 39 | 103.5 | | |
| 10 | 115 | 40 | 115 | | |
| 11 | 126.5 | 41 | 126.5 | | |
| 12 | 138 | 42 | 138 | | |
| 13 | 149.5 | 43 | 149.5 | | |
| 14 | 161 | 44 | 161 | | |
| 15 | 0 | 45 | 0 | | |
| 16 | 11.5 | 46 | 11.5 | | |
| 17 | 23 | 47 | 23 | | |
| 18 | 34.5 | 48 | 34.5 | | |
| 19 | 46 | 49 | 46 | | |
| 20 | 57.5 | 50 | 57.5 | | |
| 21 | 69 | 51 | 69 | | |
| 22 | 80.5 | 52 | 80.5 | | |
| 23 | 92 | 53 | 92 | | |
| 24 | 103.5 | 54 | 103.5 | | |
| 25 | 115 | 55 | 115 | | |
| 26 | 126.5 | 56 | 126.5 | | |
| 27 | 138 | 57 | 138 | | |
| 28 | 149.5 | 58 | 149.5 | | |
| 29 | 161 | 59 | 161 | | |
| 30 | 0 | 60 | 0 | | |

| | | | |
|-------|------|------|-----|
| Total | 2415 | 2415 | 414 |
|-------|------|------|-----|

Grand Total 5,244

Avg / day $5244 / 64 = \$81.94$ $1200 * 81.94 = \$98,328$

Item 4 - File 97-94-71

Note: This item was transferred from the December 13, 1994 Health, Public Safety and Environment Committee meeting due to Fiscal Impact.

Departments: District Attorney

Item: Ordinance amending the Administrative Code by adding Section 10.117-47.A to authorize the District Attorney to establish a collection mechanism for family support that would allow any parent who is owed family support payments to have such support paid through the Family Support Bureau without requiring said parent to open a case through the Child Support Program under Title IV-D of the Social Security Act.

Description: Title IV-D of the Social Security Act requires every State to have a Child Support Program. The State of California has delegated the responsibility for operating this Program, which is funded primarily through State and Federal funds, to the District Attorney's Office in each county. Child Support Program services which are mandated under Title IV-D include (1) locating absent parents, (2) establishing paternity for children born out of wedlock, (3) establishing judgments for delinquent child support payments, (4) reviewing child support payment orders, at least every three years, for level of compliance, (5) collecting and distributing child support payments, (6) providing regular and frequent public outreach programs, (7) reporting all program statistics to the State and Federal grantors, which fund the Child Support Programs and (8) conducting a self audit.

The proposed ordinance would amend the Administrative Code by adding a new Section 10.117-47.A, which includes the following provisions:

(1) the District Attorney's Office would be authorized to establish a collection program for delinquent family support payments that would allow any parent owed such family support payments to receive those support payments by intervention of the District Attorney's Office through the District Attorney's Family Support Bureau, without participating in the Child Support Program under Title IV-D of the Social Security Act;

(2) upon the request of a parent owed family support payments, the District Attorney's Office may notify, in writing, the parent obligated to make such delinquent support payments, advising such parent that the delinquent

payments must be made to the District Attorney within 30 days of the receipt of the notification. Such notification would further inform the parent obligated to pay the child support payments that failure to make such payments shall result in enforcement by the District Attorney's Office. Any support payments submitted to the District Attorney's Office in response to the written notification shall be made payable to the parent owed the support payments and forwarded by the District Attorney's Office to such parent within 24 hours of receipt by the District Attorney's Office;

(3) any parent owed support payments who requests intervention by the District Attorney's Office pursuant to this Section, at the time of the request, shall be advised that enforcement services under Title IV-D of the Social Security Act shall not be available to him or her until a Title IV-D case is established, either by a request of the parent owed support payments or because of the failure of the absent parent to pay support payments on a timely basis; and

(4) the District Attorney's Office shall report on the implementation of the provisions outlined in this Section to the Board of Supervisors one year from the effective date of this ordinance.

Comment:

Attached is a memo from Mr. Arlo Smith, District Attorney which advises, in part, that an undetermined cost would be incurred by the City with respect to the proposed ordinance.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY



ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

November 16, 1994

TO: Board of Supervisor's Budget Analyst
ATTN: Sandy Brown-Richardson

FROM: ARLO SMITH, *AS*
District Attorney

SUBJECT: File Number 097-94-071
Child Support Legislation

Supervisor Maher has submitted legislation to amend the Administrative Code authorizing the District Attorney to establish a collection mechanism for a family support payee in San Francisco to have any or all support paid through the Family support Bureau without requiring the payee to open a case under the Title IV-D Child support Program.

The intent of the legislation is to provide a collection and distribution service without all of the other mandated activities that are performed by the Family Support Bureau.

There is a cost to local government to perform this function that is not subvented by federal or state funds. There is no estimate of the number of families who might want this service so it is not possible to estimate the costs. The current child support program costs are offset by a variety of revenues. This activity would be funded by the general fund.

I am in support of this legislation. Any and all tools we can utilize to insure that the support obligation will be met each and every month is critical to the children who are entitled to support.

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

Item 5 - File 101-94-41

Department: Department of Public Works (DPW)

Item: Supplemental Appropriation Ordinance reappropriating \$77,000 of General Fund monies for a capital improvement project for the Department of Public Works for Fiscal Year 1994-95, and providing for action previously taken.

Amount: \$77,000

Source of Funds: General Fund - Surplus Capital Improvement Project funds

Description: The Board of Supervisors previously approved a supplemental appropriation request in the amount of \$300,000 to be used by the DPW to pay for emergency repairs to mitigate a rock fall hazard on Telegraph Hill at Kearny and Chestnut Streets (Files 101-93-27 and 28-93-5). The total estimated cost of this project was \$325,000 or \$25,000 more than the requested \$300,000 supplemental appropriation. The balance of \$25,000 was to be paid for by 1987 Street Improvement Bond Funds.

Ms. Kathy How of the DPW advises the actual cost of the emergency repair work, which was completed on May 15, 1994, was \$401,982 or \$76,982 more than the \$325,000 estimated cost of this project. According to Ms. How, the actual cost of this repair work exceeded the estimated cost primarily because (1) the contractor determined, after construction was underway, that there were more loose rocks than was originally anticipated, which required additional excavation and additional rockbolts to secure the hillside and (2) during construction, another minor rock slide occurred immediately adjacent to the construction site which required the contractor to perform additional excavation and removal of rocks.

| | | |
|----------------|------------------------------------|--------------------|
| Budget: | Construction | \$376,982 |
| | Construction Management (DPW) | <u>25,000</u> |
| | Total | \$401,982 |
| | Less Funds Previously Appropriated | <u>(\$325,000)</u> |
| | Balance (This request) | \$76,982 |
| | Rounded to | \$77,000 |

Comments 1. In accordance with Section 6.30 of the Administrative Code, the DPW used expedited bid procedures to acquire the contractor to perform the necessary above-noted emergency

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

repair work. The DPW selected Soil Engineering Construction Inc., which is not an MBE or WBE firm.

2. As previously noted, the emergency repair work was completed on May 15, 1994. Ms. How advises that the DPW originally submitted this supplemental appropriation request to the Mayor's Office at the end of May. However, according to Ms. How, the Mayor's Office was unable to process the request at that time because the 1994-95 budget process was underway.

Recommendation: Approve the proposed ordinance.

Memo to Budget Committee
January 4, 1995

Item 6 - File 101-94-42

Department: Department of Public Works (DPW)
Recreation and Park Department

Item: Supplemental appropriation ordinance appropriating \$18,022,000 in 1990 Earthquake Safety Program Bond proceeds for capital improvement projects.

Amount: \$18,022,000

Source of Funds: 1990 Earthquake Safety Program Bond Proceeds

Description: In June of 1990, the San Francisco electorate approved the issuance of \$332.4 million in Earthquake Safety Program Bonds to fund capital improvement projects in order to repair earthquake-damaged buildings, provide seismic upgrading and to improve the infrastructure of various City-owned properties.

The proposed supplemental appropriation ordinance would appropriate proceeds from the fifth bond sale of September, 1994 of Phase II Earthquake Safety Program Bonds for initial construction at City Hall and for design and first phase construction at the San Francisco Zoo.

Comment: Mr. Tony Irons, the Project Manager for the City Hall Seismic Upgrade Project, has requested that this item be continued to the Budget Committee meeting of February 8, 1995.

Recommendation: As requested by Mr. Irons, continue the proposed supplemental appropriation ordinance to the Budget Committee meeting of February 8, 1995.

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

Item 7 - File 101-94-43

Department: Chief Administrative Officer (CAO)

Item: Ordinance appropriating \$85,416, Chief Administrative Officer, to a Capital Improvement Project (upgrade City boilers) and rescinding \$85,416 from various Capital Improvement Projects (CIP), for Fiscal Year 1994-95.

Source of Funds:

| | |
|--|--------------|
| General Fund FY 1994-95 CIP | \$80,491 |
| Laguna Honda Operating Fund FY 1994-95 CIP | <u>4,925</u> |
| Total | \$85,416 |

Description: The proposed supplemental appropriation would rescind \$85,416 from fund balances in budgets for various capital improvement projects which have already been completed, and reappropriate \$85,416 to a capital improvement project to upgrade City boilers to meet new Bay Area Air Quality Management District (BAAQMD) air emissions standards.

As of January 1, 1996, all City boilers must meet new standards limiting emissions of nitrous oxide and carbon monoxide. The boiler plants at the Hall of Justice, Laguna Honda Hospital, and San Francisco General Hospital cannot presently meet these standards and must be retrofitted by the City. Each of these sites has 3 burners, for a total of 9 units requiring retrofitting. The Department of Public Works (DPW) has estimated that the project will cost approximately \$1.5 million. According to the CAO, of that \$1.5 million, \$150,000 is needed immediately to begin preparatory testing, engineering and permitting to prepare for the retrofit, and \$1,350,000 is needed in the next 12 months for the actual retrofit work.

The Capital Improvement Advisory Committee (CIAC) has reviewed all existing CIP projects and identified \$85,416 in unspent balances on completed projects. The proposed subject supplemental appropriation would reappropriate that \$85,416 to fund the preparatory work for the boiler upgrade. No specific source of funding has been identified for the remaining \$64,584 (\$150,000 less \$85,416) needed for the preparatory work (See Comment No. 1). According to Mr. Steve Nelson of the CAO's Office, the additional \$64,584, as well as the \$1,350,000 needed for the actual retrofit, for a total of \$1,414,584, will likely be requested in the Fiscal Year 1995-96 Capital Improvement Budget.

The preparatory work for the boiler retrofit would begin as soon as possible. The work consists of testing the

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

performance and the emissions of the boiler plants under a wide range of conditions and workloads to determine the most appropriate type of emission control retrofit for each boiler plant, writing the retrofit specifications based on those test results, issuing a Request for Proposal for the retrofit work, and beginning the permitting process. The actual retrofit is estimated to require six months and it is anticipated that it would begin on or around July 1, 1995 in order to meet the January 1, 1996 deadline for compliance with the BAAQMD standards.

Budget:

According to the DPW, the boiler upgrade project will be carried out in part by DPW Engineers, and in part by contractors chosen through a standard Request for Proposal process. As of the writing of this report, a contractor had not been chosen and no further details were available regarding the budget amount of \$85,416 for this project.

Comment:

1. The Office of the CAO reports that for this project San Francisco General Hospital and Laguna Honda Hospital will be prioritized and that the funds proposed under this supplemental appropriation would be used primarily to start preparatory work at these sites because permits for the hospitals require State approval and will take additional time. The CAO has also advised that if any additional existing capital improvement funds are identified in Fiscal Year 1994-95, those funds, up to \$64,584, would be requested for the boiler upgrade project to insure that all of the preparatory work can be accomplished in FY 94-95, and that the retrofits at all three sites are begun with sufficient time to meet the January 1, 1996 deadline for compliance with the BAAQMD standards.

2. As noted above, budget details for the boiler retrofit project are not available at this time. Therefore, the Budget Analyst recommends that the funds be reserved, in the amount of \$85,416, until budget details are available to the Board of Supervisors.

Recommendation:

1. Reserve funds in the amount of \$85,416, pending a report of budget details from the DPW to the Board of Supervisors.
2. Approve the proposed resolution, as amended.

Item 8 - Files 101-94-45

Department: Public Library

Item: Ordinance appropriating \$3,965,940 from the Library Preservation Fund to augment the Library's Baseline General Fund budget as defined by Charter Section 6.416 for FY 1994-95.

Amount: \$3,965,940

Source of Funds: Library Preservation Fund

Description: In June of 1994, San Francisco voters passed Proposition E, a Charter Amendment creating the Library Preservation Fund. In addition to giving the Public Library a fixed percentage of the property tax for the Library Preservation Fund, Proposition E requires that the City provide the Public Library with a Baseline budget. The Baseline budget must give the Library at least the same proportion of General Fund appropriations as the Library had in FY 1992-93.

The Mayor proposed a FY 1994-95 Library budget of \$21,188,138. However, in late June of 1994 the Controller established that under Proposition E, the minimum required General Fund Library budget was \$17,222,198. The Board of Supervisors therefore reduced the Library's General Fund Baseline budget by \$3,965,940 (\$21,188,138 less \$17,222,198).

Mr. Ken Dowlin, City Librarian, states that the \$3,965,940 reduction was proportionately removed from each of the four major Library Divisions ((1) Main Division, (2) Branch Division, (3) Technical Services and Automation Division, and (4) Administration and Support Services Division) in an undetailed cut. The expectation was that those funds would be restored from the Library Preservation Fund, which is the subject of the proposed item. The proposed supplemental appropriation would therefore allocate these Library Preservation Funds as follows:

| | |
|--|----------------|
| Main Library Division | \$1,189,647 |
| Branch Library Division | 1,229,752 |
| Technical Services & Automation Division | 872,408 |
| Administration & Support Services Division | <u>674,133</u> |
| Total | \$3,965,940 |

At its meeting of December 6, 1994, the Library Commission approved a resolution requesting that Library Preservation Funds in the amount of approximately \$4 million be transferred to the Library's General Fund budget to restore the Baseline Budget to the Mayor's original recommended budget level of \$21,188,138.

Comments:

1. Ms. Seema Grover of the Library states that without the proposed supplemental appropriation, the Library would have to make substantial reductions in the Library's current staff and services. The proposed \$3,965,940 represents approximately 19 percent of the total \$21,188,138 original FY 1994-95 Library budget.

2. Deputy City Attorney Ms. Julia Friedlander advises that the proposed supplemental appropriation of funds from the Library Preservation Fund to the Library's General Fund budget is consistent with Proposition E.

3. If the \$3,965,940 had not been reduced from the fiscal year 1994-95 budget of the Public Library, in accordance with the calculations made by the Controller, then the \$3,965,940 now being requested would have expanded Public Library services instead of just restoring these services to their originally proposed 1994-95 level.

4. As discussed above, in June, 1994, based on confirmation provided by the Controller's Office, the Board of Supervisors reduced the Public Library's General Fund budget by \$3,965,940. The source of funds for the proposed supplemental appropriation of \$3,965,940 is the Library Preservation Fund, not the General Fund. Therefore, if the proposed \$3,965,940 supplemental appropriation is approved, the Public Library's budget will be restored to the previous \$21,188,138 for FY 1994-95 (\$17,222,198 current budget plus \$3,965,940 supplemental), while maintaining the savings to the General Fund of almost \$4 million. According to Mr. John Madden of the Controller's Office, since the proposed supplemental appropriation is above the required baseline level of funding, this would be a legal use of the Library Preservation Fund.

Recommendation: Approve the proposed supplemental appropriation.

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

Items 9 and 10 - Files 101-94-44 and 102- 94-7

Department: Public Library

Items: Ordinance appropriating \$6,939,488 for salaries, fringe benefits, professional services, other non-personal services, materials and supplies, equipment and services of other departments and creating 100 positions to allow the Public Library to increase staffing, expand hours and purchase additional books (File 101-94-44).

Ordinance amending the 1994-95 Annual Salary Ordinance reflecting the addition of 100 positions in the Public Library and incorporating Proposition E Funds (File 102-94-7).

Amount: \$6,939,488

Source of Funds: Library Preservation Fund

Description: In June of 1994, San Francisco voters passed Proposition E, a Charter Amendment creating the Library Preservation Fund. In addition to giving the Public Library a fixed percentage of the property tax for the Library Preservation Fund, Proposition E requires that Public Library hours be set at a minimum of 1,028 hours per week systemwide. Proposition E established increasing Library hours as well as the acquisition of books and materials as the priorities for the expenditure of Library Preservation Funds.

The proposed supplemental appropriation would expand the Public Library's hours by 365 hours per week from the current 801 hours per week to 1,166 hours per week, an increase of approximately 46 percent. Through the Library Preservation Fund, the Public Library's book budget would increase from the original FY 1994-95 budget of \$1,118,000 to a total of \$4,500,000, an increase of \$3,382,000. (The increase in the book budget is a combination of \$630,000 appropriated from the Library Preservation Fund in a September, 1994 supplemental appropriation (File 101-94-11) and \$2,752,000 in this proposed supplemental appropriation.)

The Library Commission recently approved a three year plan outlining the use of funds to address the increased hours and services. The goals of this plan are included as Attachment I.

The proposed funding would be allocated among the four major Library Divisions and other City departments, as follows:

(1) Main Library Division

| | | |
|-----------------------------|---------------|-----------|
| Permanent Salaries | \$430,543 | |
| Temporary Salaries | 361,306 | |
| Mandatory Fringe Benefits | 118,777 | |
| Professional Services | 1,500 | |
| Other Non-Personal Services | 13,000 | |
| Materials and Supplies | <u>17,000</u> | |
| Subtotal Main Library | | \$942,126 |

(2) Branch Library Division (see Attachment 2 for listing of the 26 Branch Libraries)

| | | |
|---------------------------|---------------|-------------|
| Permanent Salaries | \$871,842 | |
| Temporary Salaries | 497,914 | |
| Mandatory Fringe Benefits | 205,463 | |
| Materials and Supplies | 20,000 | |
| Equipment and Books | <u>51,531</u> | |
| Subtotal Branch Library | | \$1,646,750 |

(3) Technical Services and Automation Division

| | | |
|--|------------------|-----------|
| Permanent Salaries | \$154,539 | |
| Temporary Salaries | 341,368 | |
| Mandatory Fringe Benefits | 74,386 | |
| Professional Services | 65,000 | |
| Other Non-Personal Services | 210,000 | |
| Materials and Supplies | 54,155 | |
| Equipment and Books | <u>2,752,000</u> | |
| Subtotal Technical Services and Automation | | 3,651,448 |

(4) Administration and Support Services Division

| | | |
|--|---------------|---------|
| Permanent Salaries | \$214,881 | |
| Overtime | 8,000 | |
| Temporary Salaries | 95,014 | |
| Mandatory Fringe Benefits | 46,484 | |
| Professional Services | 75,000 | |
| Travel Expenses | 14,114 | |
| Training | 5,000 | |
| Other Non-Personal Services | 33,200 | |
| Materials and Supplies | 60,139 | |
| Equipment and Books | <u>19,000</u> | |
| Subtotal Administration and Support Services | | 570,832 |

(5) Funds for Departments Other than the Public Library

| | | |
|-----------------------------|---------------|----------------|
| Real Estate Services | \$12,500 | |
| Medical Services | 2,000 | |
| Auto Repairs - Central Shop | 3,000 | |
| Fuel - Central Shop | 2,000 | |
| Building Repairs - DPW | 90,332 | |
| Reproduction - Purchasing | <u>18,500</u> | |
| Subtotal Other Departments | | <u>128,332</u> |

Total Supplemental Appropriation \$6,939,488

The proposed staffing for which funds are requested includes continuation of certain temporary positions that were funded for six months under a September, 1994 supplemental appropriation ordinance (File 101-94-11), as well as new positions for which the Library would start hiring immediately. All positions would be funded through June 30, 1995. The proposed staffing would be allocated among the four major Library Divisions, as follows:

| <u>Classification</u> | <u>Title</u> | <u>Number of Positions</u> | <u>Annual Salary Per Position (1st Step)</u> | <u>Total Annual Salary (1st Step)</u> | <u>Total Annual Salary (5th Step)</u> |
|-------------------------------------|------------------------|----------------------------|--|---------------------------------------|---------------------------------------|
| <u>Main Library Division</u> | | | | | |
| 3632 | Librarian II | 2 | \$44,318 | \$88,636 | \$107,689 |
| 3630 | Librarian I | 8 | 39,672 | 317,376 | 385,027 |
| 3618 | Library Tech. Asst. II | 5 | 36,227 | 181,134 | 219,501 |
| 3616 | Library Tech. Asst. I | 4 | 33,069 | 132,275 | 160,254 |
| 3610 | Library Assistant | 7 | 28,005 | 196,037 | 237,145 |
| AA94 | Library Page | <u>1</u> | 22,603 | <u>22,603</u> | <u>27,327</u> |
| | Subtotal | 27 | | \$938,061 | \$1,136,943 |

| | | | | | |
|---------------------------------------|------------------------|-----------|----------|----------------|----------------|
| <u>Branch Library Division</u> | | | | | |
| 3632 | Librarian II | 10 | \$44,318 | \$443,178 | \$538,443 |
| 3630 | Librarian I | 18 | 39,672 | 714,096 | 866,311 |
| 3618 | Library Tech. Asst. II | 5 | 36,227 | 181,135 | 219,501 |
| 3616 | Library Tech. Asst. I | 3 | 33,069 | 399,207 | 120,191 |
| 3610 | Library Assistant | <u>14</u> | 28,005 | <u>392,070</u> | <u>474,289</u> |
| | Subtotal | 50 | | \$1,829,686 | \$2,218,735 |

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

| <u>Classification</u> | <u>Title</u> | <u>Number of Positions</u> | <u>Annual Salary Per Position (1st Step)</u> | <u>Total Annual Salary (1st Step)</u> | <u>Total Annual Salary (5th Step)</u> |
|--|------------------------|--------------------------------|--|---|---|
| <u>Administration and Support Services Division</u> | | | | | |
| 1844 | Sr. Management Asst. | 1 | \$42,439 | \$42,439 | \$51,548 |
| 1820 | Jr. Admin. Analyst | 1 | 31,685 | 31,685 | 38,367 |
| 1426 | Senior Clerk Typist | 1 | 28,005 | 28,005 | 33,878 |
| 1244 | Sr. Personnel Analyst | 1 | 48,128 | 48,128 | 58,516 |
| 1242 | Personnel Analyst | 1 | 39,672 | 39,672 | 48,128 |
| 2708 | Custodian | 3 | 25,682 | 77,047 | 93,255 |
| 7205 | Chief Stationary Eng. | 1 | 46,980 | 46,980 | 57,107 |
| 7334 | Stationary Engineer | 1 | 37,480 | 37,480 | 45,414 |
| 8207 | Building & Grounds Off | <u>3</u> | <u>30,067</u> | <u>90,201</u> | <u>109,150</u> |
| | Subtotal | 13 | | \$441,637 | \$535,363 |

Technical Services and Automation Division

| | | | | | |
|-------|-----------------------|----------|---------------|---------------|---------------|
| 3618 | Library Tech. Asst II | 1 | \$36,227 | \$36,227 | \$43,900 |
| 3616 | Library Tech. Asst. I | 4 | 33,069 | 132,275 | 160,254 |
| 3610 | Library Assistant | 3 | 28,005 | 84,015 | 101,633 |
| 3602 | Library Page | 1 | 22,603 | 22,603 | 27,327 |
| 1819 | MIS Specialist III | <u>1</u> | <u>49,563</u> | <u>49,563</u> | <u>60,265</u> |
| | Subtotal | 10 | | \$324,683 | \$393,379 |
| Total | | 100 | | \$3,534,067 | \$4,284,420 |

The proposed supplemental appropriation assumes that all staff would be initially hired at the first step, or an annualized total additional salary cost of \$3,534,067.

Comments:

1. In September, 1994, the Board of Supervisors approved a supplemental appropriation of \$1,287,000 of Library Preservation Fund revenues to implement the planning aspects of Proposition E (\$657,000) and to purchase new books (\$630,000) (File 101-94-11). Since the passage of Proposition E, the Library has conducted community telephone surveys and Branch Library clipboard interviews, held public hearings in each of the 26 Branch Libraries and the Main Library, prepared a program budget and completed an assessment of the staffing needs of the Public Library.

2. Ms. Anne Jenkins of the Controller's Office reports that the Library Preservation Funds for FY 1994-95 total \$13,869,065, as follows:

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

| | |
|--|------------------|
| September, 1994 Previously Approved | |
| Supplemental Appropriation | \$1,287,000 |
| Proposed Transfer to General Fund Baseline | |
| (See Item 8, File 101-94-45 of this report) | 3,965,940 |
| Proposed Supplemental Appropriation (this request) | 6,939,488 |
| Library Preservation Fund Remaining Balance | <u>1,676,637</u> |
| Total | \$13,869,065 |

The remaining balance in the Library Preservation Fund would be available for appropriations in the future and, if not expended in FY 1994-95, would be carried over for expenditure in future years within the Library Preservation Fund. According to Mr. Ken Dowlin of the Public Library, the Library Preservation Fund balance will insure that increased fixed costs (such as future year salary increases) will be funded and will provide additional funds for the opening of the New Main Library. The New Main Library is currently scheduled to open in the Spring of 1996.

3. The Main Library Division staffing request assumes an increase in the Main Library hours from the current 47 hours per week to 60 hours per week, an increase of 13 hours per week or approximately 28 percent. Attachment 3 indicates the actual hours per week that the Main is currently and is proposed to be open. The 27 additional staff are proposed to be assigned to Expedited Reference (3 staff), Registration and Circulation Section (5 staff), Delinquent Accounts (2 staff), Arts/Music/Special Collections (1 staff), Arts/Music/Recreation (4 staff), Business/Science Documents (3 staff), General Collections (7 staff) and Children's Services (2 staff). In addition, \$361,306 of Temporary Salaries are proposed for hiring additional Project Read staff and part-time librarians, pages and technicians to provide complete staff coverage for the expanded hours in the Main Library.

Professional services of \$1,500 for the Main Library are requested for (a) sign language interpreter services, (b) staff training and (c) deaf services programs. The Library will contract with St. Benedict Center on Deafness Interpreting Services at an average hourly rate of \$40. These funds will provide approximately 35 to 40 hours of interpreter services.

Other Non-Personal Services of \$13,000 are for the Library's book detection system maintenance costs and for the Computer Assisted Information Services.

Materials and Supplies of \$17,000 are for an audio visual security system, an additional fax machine, desks, chairs and computer workstation equipment.

4. The Branch Library Division staffing request includes the addition of 50 positions. These additional positions would be used to expand the hours that the Branch Libraries are open from the current 754 hours per week to 1,106 hours per week, an increase of 352 hours per week or approximately 47 percent. Attachment 2 indicates the actual hours per week that the Branch Libraries are currently and are proposed to be open. Four 3632 Librarian IIs, six 3630 Librarian Is, five 3618 Library Technical Assistant IIs and three 3616 Library Technical Assistant Is will be added to the six Resource Branches. Six 3632 Librarian IIs, five 3630 Librarian Is and 14 3610 Library Assistants will be added to the Neighborhood Branches. Seven 3630 Librarian IIs will be added to the four Regional Branches.

In addition, Temporary Salaries of \$497,914 have been requested to hire additional part-time librarians, pages and technicians to provide complete coverage during the expanded Branch Library hours.

Materials and Supplies of \$20,000 is for book detection slips and additional book racks, shelves, tape display holders and book trucks.

Equipment for \$51,531 is for two book security systems to protect the Branch Library collection from theft.

5. The Technical Services Section of the Technical Services and Automation Division staffing request includes the continuation of three 3610 Library Assistants, one each for the Acquisition, Catalog and Preservation Sections. In addition, one 3602 Library Page position would be continued for the Acquisition Section. Three 3616 Library Technical Assistant Is would be continued in the Catalog Section and one 3618 Library Technical Assistant II would be continued in the Preservation Section. The Technical Services Division is responsible for ordering, processing and cataloging the additional books purchased by the Library. All of the proposed positions were originally created when the previous Public Library supplemental appropriation was approved in September, 1994. All of these positions would be continued as Limited Tenure positions, which are one year positions.

In the Automation Section of the Technical Services and Automation Division, one 3616 Library Technical Assistant I and one 1819 Management Information Systems (MIS) Specialist III would be added. The MIS Specialist position would be responsible for linking the Library's local network of

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

Library facilities and City departments and supervising the support of these services. The proposed 3616 Library Technical Assistant I position would be created as a Limited Tenure position and the MIS Specialist III position would be created as a permanent position.

In addition, the proposed supplemental appropriation includes \$341,368 for Temporary Salaries for the Technical Services and Automation Division to assist the Library in the selection of books and materials, and to maintain the Library's databases.

Professional Services of \$65,000 is requested to fund a personal services contract for Channel 54 to provide operations for the City and County of San Francisco governmental cable access. The proposed \$65,000 would not be dedicated to Public Library programming exclusively, but rather would be used to generally support Channel 54's operational expenses. The Mayor's Office of Community Development has agreed to fund an \$84,000 grant to further support this operation. According to the Library, Channel 54 airs over nine Library programs per month. The proposed contractor is the San Francisco Community Television Corporation, a non-profit organization. This Channel has been operating under the direction of the Mayor's Criminal Justice Council Office, although the Mayor's Office recommended that the Channel be moved to the Public Library. Through the Viacom franchise, this Channel is under the jurisdiction of the Board of Supervisors. The Clerk of the Board of Supervisors requested that the Public Library assume this responsibility, through the proposed \$65,000 contract, which would support general operations of the channel. Approval of \$65,000 from the Library Preservation Fund for Channel 54 operations is a policy matter for the Board of Supervisors.

Other Non-personal Services in the Technical Services and Automation Division totaling \$210,000 includes \$102,000 for the rebinding of books that have been withdrawn from circulation because of damage, \$105,000 for the purchase of additional periodical subscriptions and \$3,000 for additional repairs and rental of equipment.

Materials and Supplies of \$54,155 are to purchase bar code labels, paperback reinforcing tape, library cards, audio and video supplies, security slips and other materials necessary to process books and tapes.

Equipment and Books of \$2,752,000 includes \$2,201,600 for new books, \$412,800 of audio and video tapes and CDs and \$137,600 of online database indexes.

6. The Administrative Section of the Administration and Support Services Division staffing requests include the continuation of one 1244 Senior Personnel Analyst and one 1242 Personnel Analyst, who would be used to recruit, hire and train the proposed new Library staff. The 1244 Senior Personnel Analyst would be a Permanent position and the 1242 Personnel Analyst would be a Limited Duration position, which would terminate in approximately one year. The 1820 Junior Administrative Analyst would also continue to assist in preparing the 1995-96 budget, assist in additional requests for Library Preservation Funds and assist in the completion of a mission based budget. The 1426 Senior Clerk Typist would assist the Assistant to the Library Commission. These four positions were approved on a six month basis in the previous \$1,287,000 supplemental appropriation, approved in September, 1994.

The Support Services Section of the Administration and Support Services Division staffing request includes one 1844 Senior Management Assistant to develop an inventory control system and a warranty monitoring system (to keep track of inventory and warranties on all of the new equipment to be purchased for the new Main Library), and assist in contract administration. Three 2708 permanent Custodian positions are proposed for janitorial services and three permanent 8207 Building and Grounds Patrol Officers would be responsible for providing secure and safe facilities at the Branch and Main Libraries during the expanded hours. One 7205 Chief Stationary Engineer would be responsible for working with the New Main Library contractors and suppliers to analyze, review and accept or reject the Main Library's building systems, such as the heating, ventilation and air conditioning systems, fire suppression and security and to train all Library engineering staff in the operation and maintenance of these systems as well as the existing Branch Library facilities. One 7334 permanent Stationary Engineer is requested to provide additional maintenance and service needs during the expanded hours at the Main and Branch Libraries. In addition, Temporary Salaries includes a total of \$95,014 for Children's Librarians, Custodians, Stationary Engineers, Electricians and Painters to be hired on an as needed basis. Funds of \$8,000 are also included for Overtime for engineering staff on emergencies, such as break-ins, floods and relampings (replacement of light bulbs in high ceilings). The Library's General Fund budget includes \$14,454 in Overtime, so this

proposal would bring the total Overtime budget to \$22,454 (\$14,454 plus \$8,000). Ms. Seema Grover of the Library states that the proposed additional Overtime for Engineers is designed to minimize the need to hire new staff to provide engineering services on call during the increased Main and Branch Library open hours.

The Administration and Support Services Division proposed appropriation includes \$75,000 of Professional Services for gardening. In past years, the Recreation and Park Department (RPD) have provided gardening services to the Library. However, the work order to the RPD was eliminated from the Library's FY 1994-95 budget, so no gardening services have been provided to the Library to date during FY 1994-95. According to the Public Library, the proposed gardening contractor has not yet been selected. Therefore, this \$75,000 should be placed on reserve pending the selection of the contractor, the hourly rates and total cost of the contract and the MBE/WBE status of the contractor.

Attachment 4 contains a detailed itemization of the \$14,114 in proposed Travel expenditures for the Administration and Support Services Division. According to Ms. Grover, the Library is proposing to send ten staff and Commission members to the American Library Association (ALA) Annual Conference in Chicago to influence Federal legislation, recruit staff, lobby for future conventions in San Francisco and build computerized library networks, at a total cost of \$12,007. The remaining \$2,107 in the proposed travel budget would be used to send the Library Director to four other meetings on special topics. In the professional judgment of the Budget Analyst, it is excessive for a total of \$12,007 to be expended for ten staff and Commission members of one Department to attend the same conference. The Budget Analyst therefore recommends that funding for travel be reduced by \$6,004, or one-half of the amount proposed for this one Conference, and that a maximum of five staff and Commission members be permitted to attend this same ALA Annual Conference.

The proposed supplemental also includes \$5,000 for training the new Library employees. Training would be coordinated by the Library's Personnel unit, and would include classes to be conducted by Library personnel regarding Library systems, as well as, for example, computer training available through the City's Human Resources Department.

Other Non-Personal Services of \$33,200 for the Administration and Support Services Division includes postage (\$2,500), printing (\$1,200), contractual window

washing at the Branches (\$10,000), mileage reimbursement (\$3,000) and an anticipated increase in rent for the Portola Branch (\$16,500), which is being relocated due to termination of the existing lease. According to the Public Library, the contractor for window washing services has not been identified. Therefore, \$10,000 for these services should be placed on reserve pending the identification of the contractor, the hourly rates and total cost of the contract and the MBE/WBE status of the contractor.

Materials and Supplies of \$60,139 for the Administration and Support Services Division includes additional expenses incurred for office supplies, office equipment and computers, electrical and lighting supplies, lumber, cleaning materials, new uniforms, hardware and tools for the additional staff. The Budget Analyst notes that the original request from the Public Library for the Administration and Support Services Division included a total of 28 positions. The proposed \$60,139 for Materials and Supplies was required to support this staff for the Administration and Support Services Division. However, the Mayor's Office reduced the Library's original request for staff from 28 Permanent positions to 13 Permanent or Limited Tenure positions and 5 Temporary positions for a total of 18 full-time equivalent (FTE) positions. Given the reduction of proposed staffing for this Division, the Budget Analyst recommends that the Materials and Supplies budget be comparably reduced from \$60,139 by \$21,478 to \$38,661.

Equipment of \$19,000 is to purchase a new utility truck with lift gate for the Engineering Section to provide building repair services to the Branch Libraries.

7. A total of twelve positions proposed for funding in this supplemental appropriation were funded for six months under the Library's September, 1994 supplemental appropriation. However, many of these positions were not filled until December, 1994 or January, 1995. Therefore, these positions already have close to the amount of funding that would be needed to complete the fiscal year. Approval of another six months of funding, as contained in the proposed supplemental appropriation, would provide nearly double the amount of funds required to cover the costs of these positions for the remainder of FY 1994-95. Ms. Kathy Murray of the Library provided the Budget Analyst with the start dates for these positions, and on the basis of this information, the Budget Analyst calculates that funding for salaries can be reduced by \$140,446. Based on these reductions in salary, an additional \$23,876 reduction in Fringe Benefits can be achieved.

8. The earliest date upon which the proposed supplemental appropriation could receive final approval from the Board of Supervisors is January 17, 1995. The proposed supplemental appropriation assumes salaries based on start dates of mid- to late-January, 1995. Given the fact that many of the hires approved in September, 1994 will not start until January, 1995, an average start date of February 1, 1994 for the new positions is a more realistic, albeit optimistic, expectation. Therefore, the Budget Analyst recommends reducing the proposed supplemental appropriation by an additional \$119,420, which eliminates one pay period from each of the new positions requested. An additional \$20,301 reduction for the associated Fringe Benefits is also recommended.

9. The proposed supplemental appropriation includes \$128,332 for City Departments other than the Public Library. These include \$12,500 for the Real Estate Department for lease negotiations for the Portola Branch Library relocation. Medical Services of \$2,000 are included for Hepatitis B immunization for all of the custodial, engineering and security staff. The Library originally requested three new vehicles, including an administrative vehicle and a security van in addition to the utility truck that was approved by the Mayor's Office. Auto Repair at the City's Central Shop for \$3,000 is for additional maintenance services for these new vehicles. Fuel purchased at the City's Central Shop for \$2,000 is also for these new vehicles. Because only one of the three new vehicles was approved by the Mayor's Office, the Budget Analyst recommends that Auto Repair expenses be reduced by \$2,000, from \$3,000 to \$1,000 and fuel be reduced by \$1,333 from \$2,000 to \$667. Building Repairs of \$90,332 to be conducted through the Department of Public Works (DPW) includes \$50,000 for miscellaneous improvements to comply with the American Disabilities Act (ADA), \$10,000 to replace the Western Addition Branch roof and \$30,331 to replace the Excelsior Branch carpeting. Reproduction costs to be provided by the Purchasing Department of \$18,500 are estimated for printing schedules, job announcements, applications, training material, booklists, etc.

10. The following attachments are submitted with this report:

- Attachment 1: Goals approved by the Library Commission as part of a three year plan for the Library Preservation Fund.
- Attachment 2: List of all 26 Branch Libraries, their present hours of operation and their proposed hours of operations.

Memo to Budget Committee
January 4, 1995 Budget Committee Meeting

- Attachment 3: Present and proposed hours of the Main Library.
- Attachment 4: Itemization of proposed travel expenditures.

Recommendations: 1. Reduce the proposed \$6,939,488 supplemental appropriation (File 101-94-44) by a total of \$334,858 to \$6,604,630, based on the following specific reductions:

a. Reduce the Administrative Division's proposed Travel expenses by \$6,004 and their Materials and Supplies expenses by \$21,478.

b. Reduce the Auto Repair-Central Shop expenses by \$2,000 and the Fuel-Central Shop expenses by \$1,333, due to the reduction in the number of new vehicles purchased.

c. Reduce the Permanent Salary account by \$140,446 and the related Fringe Benefits by \$23,876 due to sufficient revenues available from the previous supplemental appropriation.

d. Reduce the Permanent Salary account by \$119,420 and the related Fringe Benefits by \$20,301 due to the delay in the ability to hire the new positions.

e. The proposed reduction of \$334,858 will be returned to the Library Preservation Fund balance of \$1,676,637 to increase this available reserve to \$2,011,495.

2. Reserve \$75,000 for the gardening contractor and \$10,000 for the window washing contractor pending the selection of these outside contractors, the total cost of the contracts, the hourly rates and the MBE/WBE status of the contractors (File 101-94-44).

3. Approve the proposed supplemental appropriation, as amended, except that approval of the proposed use of \$65,000 from the Library Preservation Fund to support Channel 54 operations is a policy matter for the Board of Supervisors (File 101-94-44).

4. Approve the proposed amendment to the Salary Ordinance (File 102-94-7).

THE SAN FRANCISCO PUBLIC LIBRARY STRATEGY PLAN

IMPLEMENTATION OF PROPOSITION E 1994-1995/1998-1999

Recommended by Kenneth E. Dowlin, City Librarian
October 13, 1994

Adopted by Library Commission October 13, 1994

GOALS

- o 1150 hours of service based on the attached schedule (and to maintain those hours for four years)
- o Materials budget of at least \$ 4.5 million
- o Open New Main Library in 1996
- o Complete renovation of Chinatown and Mission Branches
- o Implement Phase I of ADA Plan
- o To implement mission based budgeting (required by the Mayor):
 - New accounting system
 - Position control system
 - Collection development program with system-wide review of all aspects of collection and processing.
- o To implement online acquisition system tied to accounting system.
- o To increase computer and data base access to the citizens:
 - Dial-up access to OPAC
 - Controlled access to INTERNET
 - Implementation of NTIA Project
 - Develop increased preservation and organization of archival materials.
- o Implement Region II Libraries Network with SFUSD, City College and SFSU.
- o To increase non general funds for Library programs:
 - Federal
 - State
 - Private and Foundation donations
- o To increase system-wide access to Library material:
 - Online reserve system
 - Increased delivery service to all branches
 - Online reference program (virtual library)
- o Reserve

Current Schedule

SAN FRANCISCO PUBLIC LIBRARY (754 Hours)

OPEN HOURS

MAIN LIBRARY: Mon, Wed, Thurs, Sat 10-6; Tues 12-9; Fri 12-6; Sun CLOSED

Deaf Services: Mon, Wed, Thurs, Fri, Sat 12-6; Tues 12-9; Sun CLOSED

S.F. History Room/Special Collections: Sun & Mon CLOSED; Tues, Wed, Fri 1-6; Thurs & Sat 10-12, 1-6

| BRANCHES | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------|--------|-----------|-----------|----------|--------|----------|
| Anza | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 1-6 |
| Bayview/A.E.Waden | 1-6 | 10-6 | 1-9 | 1-6 | 1-6 | Closed |
| Bernal | Closed | 10-12;1-6 | 1-9 | 1-6 | 1-6 | 1-6 |
| Chinatown | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| Eureka Valley/HMM | 1-6 | 10-6 | 1-9 | 1-6 | 1-6 | Closed |
| Excelsior | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| Glen Park | 1-6 | 1-6 | 3-8 | 1-6 | Closed | Closed |
| Golden Gate Valley | 1-6 | 1-6 | 2-7 | 1-6 | Closed | Closed |
| Ingleside | Closed | 1-6 | 2-7 | 1-6 | 1-6 | Closed |
| Library f/t Blind | 1-6 | 10-6 | 10-6 | 1-6 | 1-6 | Closed |
| Marina | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| Merced | 10-6 | 10-6 | 1-9 | 1-6 | 1-6 | Closed |
| Mission | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| • Children's Rm | Closed | 10-6 | 2-8 | 2-6 | 2-6 | 10-6 |
| Noe Valley/S.Brunn | Closed | 10-12;1-6 | 1-9 | 1-6 | 1-6 | 1-6 |
| North Beach | 10-6 | 10-6 | 1-9 | 1-6 | 1-6 | 1-5 * |
| Ocean View | 1-6 | Closed | 1-6 | 1-6 | 1-6 | Closed |
| Ortega | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| Park | 1-6 | 10-6 | 1-9 | 1-6 | 1-6 | Closed |
| Parkside | 2-6 | 10-6 | 2-9 | 2-6 | 2-6 | Closed |
| Portola | Closed | 1-4 | 1-4 | 1-4 | Closed | Closed |
| Potrero | Closed | 1-6 | 1-8 | 1-6 | 1-6 | 1-6 |
| Presidio | Closed | 1-6 | 4-9 | 1-6 | 1-6 | Closed |
| Richmond | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| • Children's Rm | Closed | 10-6 | 2-8 | 2-6 | 2-6 | 10-6 |
| Sunset | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| • Children's Rm | Closed | 10-6 | 2-8 | 2-6 | 2-6 | 10-6 |
| Visitation Valley | 1-6 | 1-6 | 2-7 | Closed | 1-6 | 1-5 * |
| West Portal | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |
| Western Addition | Closed | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 |

Proposed Hours

BRANCH OPEN HOURS

Option 4 (1106 hours)

Add Sundays to Marina.

Attachment 2

Page 2 of 2

| BRANCHES | MON | TUES | WED | THURS | FRI | SAT | SUN |
|---------------------|--------|------|------|-------|-----|------|--------|
| Anza | 12-6 | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| Bayview/A.E. Waden | 10-6 | 10-6 | 1-9 | 1-6 | 1-6 | 10-6 | Closed |
| Bernal Heights | Closed | 10-9 | 1-9 | 10-6 | 1-6 | 1-6 | Closed |
| Chinatown | 1-9 | 10-9 | 10-9 | 10-6 | 1-6 | 10-6 | 1-5 |
| Children's Room | 1-6 | 10-8 | 1-8 | 10-6 | 1-6 | 10-6 | 1-5 |
| Eureka Valley/HMH | 12-6 | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| Excelsior | 1-9 | 10-9 | 10-9 | 10-6 | 1-6 | 10-6 | 1-5 |
| Glen Park | Closed | 10-6 | 12-8 | 1-7 | 1-6 | 1-6 | Closed |
| Golden Gate Valley | Closed | 10-6 | 12-8 | 1-7 | 1-6 | 1-6 | Closed |
| Ingleside | Closed | 10-6 | 12-8 | 1-6 | 1-6 | 12-6 | Closed |
| Marina | 10-6 | 10-6 | 1-9 | 1-9 | 1-6 | 10-6 | 1-5 |
| Merced | Closed | 10-9 | 1-9 | 10-6 | 1-6 | 10-6 | Closed |
| Mission | 1-9 | 10-9 | 10-9 | 10-6 | 1-6 | 10-6 | 1-5 |
| Children's Room | 1-6 | 10-8 | 1-8 | 10-6 | 1-6 | 10-6 | 1-5 |
| Noe Valley/S. Brunn | Closed | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| North Beach | 12-6 | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| Ocean View | Closed | 10-6 | 10-6 | 1-6 | 1-6 | 12-6 | Closed |
| Ortega | 10-6 | 10-6 | 1-9 | 1-9 | 1-6 | 10-6 | Closed |
| Park | Closed | 10-9 | 12-8 | 10-6 | 1-6 | 10-6 | Closed |
| Parkside | 12-6 | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| Portola | Closed | 10-6 | 12-8 | 1-7 | 1-6 | 1-6 | Closed |
| Potrero | Closed | 10-9 | 1-9 | 10-6 | 1-6 | 12-6 | Closed |
| Presidio | Closed | 10-9 | 1-9 | 10-6 | 1-6 | 10-6 | Closed |
| Richmond | 10-6 | 10-9 | 10-9 | 1-9 | 1-6 | 10-6 | 1-5 |
| Children's Room | 10-6 | 10-8 | 1-8 | 1-6 | 1-6 | 10-6 | 1-5 |
| Sunset | 1-9 | 10-9 | 10-9 | 10-6 | 1-6 | 10-6 | 1-5 |
| Children's Room | 1-6 | 10-8 | 1-8 | 10-6 | 1-6 | 10-6 | 1-5 |
| Visitation Valley | Closed | 10-6 | 12-7 | 1-7 | 1-6 | 12-6 | Closed |
| West Portal | 1-9 | 10-9 | 10-9 | 10-6 | 1-6 | 10-6 | 1-5 |
| Western Addition | 1-9 | 10-6 | 10-9 | 1-6 | 1-6 | 10-6 | Closed |

4 Branches open Mondays

6 Branches open Saturdays

7 Branches open Sundays

November 4, 1994

TO: Library Commission

FROM: Kenneth E. Dowlin

RE: PROPOSALS: MAIN SERVICE HOURS

The following proposals will be presented to the Library Commission on Thursday. The Administration will request the adoption of proposal #1:

Commission

| | CURRENT HRS | current PROPOSAL #1 | PROPOSAL #2 | PROPOSAL #3 |
|------------|----------------|--------------------------------------|----------------|----------------|
| Monday | 10 - 6 | 9 - 5 | 10 - 6 | 10 - 6 |
| Tuesday | 12 - 9 | 9 - 8 | 9 - 8 | 10 - 9 |
| Wednesday | 10 - 6 | 9 - 8 | 9 - 8 | 10 - 9 |
| Thursday | 10 - 6 | 9 - 8 | 9 - 8 | 10 - 9 |
| Friday | 12 - 6 | 11 - 5 | 11 - 6 | 11 - 6 |
| Saturday | 10 - 6 | 9 - 5 | 10 - 6 | 10 - 6 |
| Sunday | Closed | 12 - 5 | 1 - 5 | 1 - 5 |
| Total hrs: | 47 | 60 | 60 | 60 |

OPTION #1: 9-5 MFS; 9-8 TWTh; 12-5 Sun
Pro:

Far more people use the SFPL Telephone Info Center between the hours of 9-10 a.m., than 5-6 p.m. or 8-9 p.m. We believe this would also be reflected in the in-person use of the Main if the Main were open at 9:00 a.m.

Provides consistency in Main Hours for ease of public access & understanding.

Library would close with City Hall & other Civic Center facilities.

Use of the Main Library after 8:00 p.m. is minimal.

Five & eight p.m. closings reduces cost of staff's night differential offsetting the cost of providing an additional Sunday hour of service.

Provides additional morning hour system-wide.

Provides more cost-effective and more extensive public service coverage if branches stay open until six or nine.

| DEPARTMENT WIDE TRAVEL SUMMARY | | | | | | | | | | FY 1994/95 |
|---|----------------------|------------------|---------------|------------|-----------------|---|---------------------------------|------------|-------------------|------------|
| DEPARTMENT #: Public Library-41 | | | | | | | | | | |
| TRIP # | SHORT TITLE | DATES | LOCATION | TOTAL COST | COST PER PERSON | PERSONNEL | TITLE PROG/DIV. | CLASS | FUNDING SOURCE | |
| 1 | ALA Legislative | May 4-7, 1995 | Washington DC | \$1,280 | | Ken Dowlin | City Librarian | 3670 | Library Pass Fund | |
| 2 | ORCA Training Inst. | Mar 22-26, 1995 | St. Louis | \$769 | | Ken Dowlin | City Librarian | 3670 | Library Pass Fund | |
| 3 | CA Legn. Librari Day | May 2, 1995 | Sacramento | \$59 | | Ken Dowlin | City Librarian | 3670 | Library Pass Fund | |
| 4 | County Librari. Mtg. | May 26, 1995 | Sacramento | \$29 | | Ken Dowlin | City Librarian | 3670 | Library Pass Fund | |
| 5 | ALA Annual | June 23-28, 1995 | Chicago | \$3,546 | \$1,773 | Ken Dowlin, Ed McBride | City Librarian, Spec Svc Coord. | 3670, 1831 | Library Pass Fund | |
| 6 | ALA Annual | June 23-28, 1996 | Chicago | \$963 | | Commission President | Commission | 3670, 1831 | Library Pass Fund | |
| 7 | ALA Annual | June 23-28, 1995 | Chicago | \$1,103 | | Office of Children's Svcs | Office of Children's Services | 3670 | Library Pass Fund | |
| 8 | ALA Annual | June 23-28, 1996 | Chicago | \$4,972 | \$1,243 | Chief of Technical Services, Public Information Officer, Chief of Branches, Chief of Main | Administration | 3670, 1512 | Library Pass Fund | |
| 9 | ALA Annual | June 23-28, 1996 | Chicago | \$1,160 | | Grace Ruth | Office of Children's Services | 3670 | Library Pass Fund | |
| 10 | ALA Annual | June 23-28, 1996 | Chicago | \$1,273 | | Commission Chair of Planning | Commission | 3670 | Library Pass Fund | |
| PURPOSE OF TRIP: This amount is used for Library staff to attend Library conferences. | | | | | | | | | | |
| FY 1994/95 Department Wide Travel/Trip Request Total | | | | \$14,114 | | | | | | |
| FY 1993/94 Department Wide Travel/Trip Request Total | | | | \$100 | | | | | | |
| Ref:Travel | | | | | | | | | | |

Item 11 - File 23-94-4

Department: Controller's Office

Item: Resolution waiving the Statute of Limitations with respect to the payment of seven warrants of the City and County of San Francisco totaling \$527.96, payable to Anne Vorhes, a legal obligation of the City and County of San Francisco.

Description: According to Section 10.182 of the San Francisco Administrative Code, a warrant issued by the City becomes void one year from the date issued. The payee of the warrant may present the warrant to the Controller for payment, up to three years from the date that it was rendered invalid, or four years from the original issue date. After that point, the Controller may no longer pay such a warrant because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive the statute of limitations and would authorize the Controller's Office to replace seven warrants issued to Ms. Anne Vorhes, a retired City employee, in the following amounts:

| <u>Warrant No.</u> | <u>Date Issued</u> | <u>Amount</u> |
|--------------------|--------------------|---------------|
| 500-0206700 | 11/30/79 | \$75.12 |
| 500-0218971 | 12/31/79 | 75.12 |
| 500-0231305 | 1/31/80 | 75.12 |
| 500-0243613 | 2/29/80 | 75.12 |
| 500-0255950 | 3/31/80 | 75.12 |
| 500-0268306 | 4/30/80 | 75.12 |
| 510-1380926 | 12/31/81 | <u>77.24</u> |
| Total | | \$527.96 |

Comment: According to the Controller's Office, the seven warrants above were issued to Ms. Vorhes by the Employees Retirement System (ERS). The Controller's Office advises that Ms. Vorhes misplaced the warrants, which have never been cashed and have been canceled by the Controller's Office. According to Mr. Madden, there are sufficient funds in the FY 1994-95 General City Responsibilities budget to pay for the new warrants, which would be reissued by the Controller's Office.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 12 - File 79-92-3.10

Department: Mayor's Office of Community Development (MOCD)

Item: Release of reserved funds in the amount of \$287,400 to pay for six projects in the 1993 Lead Hazard Reduction Program Pool.

Amount: \$287,400

Source of Funds: 1993 Community Development Block Grant (CDBG) funds

Description: The Board of Supervisors previously approved the City's 1993 Community Development Block Grant Fund Program (File 79-92-3) in the amount of \$21,708,373, including \$500,000 for the Lead Hazard Reduction Program Pool that was reserved pending submission of budget details to the Board of Supervisors. The Lead Hazard Reduction Program is administered by the Mayor's Office of Community Development (MOCD) and is intended to reduce lead contamination in child care centers. Funding from the Program is available to child care centers that are currently receiving CDBG funding or have received CDBG funding in the past.

The Board of Supervisors has previously released a total of \$212,600 from this Pool to fund lead testing and analysis in CDBG-funded child care facilities in San Francisco and for lead abatement programs in those facilities which tested positive for lead, leaving a balance of reserved funds of \$287,400. According to Mr. Jon Pon of the MOCD, the requested release of reserved funds in the amount of \$287,400 would partially fund lead hazard reduction work in five child care facilities, as follows:

| | | |
|----------------|--|--------------|
| Budget: | <u>Early Years Academy (500 Raymond Avenue)</u> | |
| | Netting for protection from lead paint/ scaffolding | \$4,500 |
| | Replacement of 10 windows and trim | 12,000 |
| | Replacement of heating ducts and pipe | 3,000 |
| | Replacement of ceiling | 9,000 |
| | Removal of lead-based paint from exterior | 12,000 |
| | Removal of lead-based paint from interior | 6,500 |
| | Architectural and technical services | <u>5,300</u> |
| | | \$52,300 |

| | |
|--|--------------|
| <u>Florence Crittendon Services (840 Broderick Street)</u> | |
| Netting for protection from lead paint/ scaffolding | \$4,000 |
| Replacement of 2 stairways and landings | 36,000 |
| Replacement of 8 windows and trim | 8,600 |
| Replacement of 2 doors and trim | 2,000 |
| Removal of lead-based paint from frontal exterior | 25,000 |
| Removal of lead-based paint from interior | 15,000 |
| Architectural and technical services | <u>9,100</u> |
| | \$99,700 |

| | |
|--|------------|
| <u>Mission Childcare Consortium, Inc. (4750-52 Mission Street)</u> | |
| Netting for protection from lead paint | \$1,000 |
| Replacement of 4 windows and trim | 4,800 |
| Architectural and technical services | <u>600</u> |
| | 6,400 |

| | |
|--|--------------|
| <u>Mission Neighborhood Centers (3013 24th Street)</u> | |
| Netting for protection from lead paint/ scaffolding | \$3,500 |
| Replacement of interior cabinets | 2,500 |
| Removal of lead-based paint from interior | 6,000 |
| Replacement of 2 windows with trim | 2,400 |
| Removal of lead-based paint from exterior | 60,000 |
| Architectural and technical services | <u>7,500</u> |
| | 81,900 |

| | |
|--|--------------|
| <u>Travelers Aid San Francisco (351 Turk Street)</u> | |
| Netting for protection from lead paint/ scaffolding | \$2,500 |
| Replacement of carpeting | 3,000 |
| Removal of lead-based paint from interior | 15,000 |
| Replacement of 6 windows and trim | 10,800 |
| Replacement of table | 800 |
| Replacement of 2 doors and trim | 2,400 |
| Architectural and technical services | <u>3,500</u> |
| | 38,000 |

| | |
|---------------------------------|---------------|
| DPW Laboratory Testing Services | <u>25,000</u> |
|---------------------------------|---------------|

| | |
|-------|-----------|
| TOTAL | \$303,300 |
|-------|-----------|

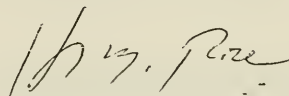
Comments:

1. The Board of Supervisors recently approved the 1995 CDBG budget, which included \$250,000 in funding for the Lead Hazard Reduction Program Pool. Thus, the current balance in the Lead Hazard Reduction Pool is \$537,400, which includes the \$287,400 that is the subject of this

request. The \$303,300 in projects reflected in the table above would be funded by the subject request of \$287,400 in previously reserved funds, plus \$15,900 of the \$250,000 amount recently approved for the 1995 Lead Hazard Reduction Program Pool, thereby leaving a balance of \$234,100 in the Pool (\$537,400 less \$303,300).

2. The child care facilities testing positively for lead contamination are responsible for acquiring the contractors who will perform the necessary improvements to remove the lead hazards. According to Mr. Pon, while the child care facilities are not required to comply with the City's MBE/WBE ordinance in awarding the contracts, the MOCDC does have a policy similar to the City's MBE/WBE ordinance which requires the child care facilities to make good-faith efforts to retain MBE/WBE contractors, to meet MBE/WBE subcontracting goals, and to publicly advertise through the Purchasing Department.

Recommendation: Release reserved funds in the amount of \$287,400.



Harvey M. Rose

cc: Supervisor Hsieh
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

SF
\$90.07
#2
1/11/95

DOCUMENTS DEPT

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

/// CALENDAR - - - - -
/// BUDGET COMMITTEE
/// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JANUARY 11, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS HSIEH, ALIOTO, BIERMAN

CLERK: MARY L. RED

1. File 127-94-13. [Real Property Transfer Tax] Ordinance amending Article 12C, Part III, Municipal Code, imposing a real property transfer tax, by amending Section 1108 to clarify that the exemption from the tax for assumed indebtedness has been eliminated. (Chief Administrative Officer)

ACTION: RECOMMENDED.

2. File 96-94-4. [Sale of Surplus Property, Block 2044, Lot 1] Ordinance authorizing the sale of real property to Lillian L. Chen and Franklin K. Chen, as joint tenants, and adopting findings pursuant to City Planning Code Section 101.1. (Supervisor Alioto)

ACTION: Consideration continued to call of the chair per Department request.
Supervisor Alioto added as sponsor.

3. File 28-94-16. [Emergency Repair, Water Feeder Mains and Pavement] Resolution approving emergency expenditure by the San Francisco Water Department for repair to water feeder mains and resulting damage to City street - \$257,500. (Supervisor Alioto)

ACTION: RECOMMENDED. Supervisor Alioto added as sponsor.

4. File 86-94-2. [S.F. County Fair Flower Show] Resolution approving the 1995 budget for the San Francisco County Fair Flower Show. (Also see File 86-94-1). (Supervisor Alioto)

ACTION: Amended to reflect that department is authorized to apply for, retroactively, accept and expend the State funds. New title:
"Resolution authorizing the Recreation and Park Commission to apply for retroactively, accept and expend the State funds as approved in the 1995 budget for the San Francisco County Fair Flower Show."
RECOMMENDED AS AMENDED. (Supervisor Alioto added as sponsor)

5. File 170-94-18. [Airport Revenue Bonds] Resolution approving the issuance of up to \$26,000,000 aggregate principal amount of San Francisco International Airport Second Series Revenue Bonds for the purpose of refinancing the Superbay Hangar and related facilities at San Francisco International Airport and extending the period for the issuance of San Francisco International Airport Second Series Revenue Bonds to finance Master Plan Projects. (Supervisor Alioto)

ACTION: RECOMMENDED. Supervisor Alioto added as sponsor.

6. File 54-94-16. [Supplemental Appropriation for Charter Reform] Motion directing the Clerk of the Board of Supervisors to submit to the Mayor a supplemental appropriation request for \$100,000 to support the Board's work in considering Charter Reform. (Supervisor Kaufman)

ACTION: Hearing held. RECOMMENDED.

7. File 100-94-20. [Release Reserve Funds, Dept. of Parking & Traffic] Hearing requesting release of reserved funds, Department of Parking and Traffic, in the amount of \$206,719 in salaries and \$47,928 in fringe benefits to fund staffing of the Parking Citation Division for the last six months of the 1994-95 fiscal year. (Department of Parking and Traffic)

ACTION: Release of reserved funds in the amount of \$254,647 approved. FILED.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 9, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 11, 1995 Budget Committee Meeting

Item 1 - File 127-94-13

Departments: Chief Administrative Officer (CAO)
County Clerk/Recorder

Item: Ordinance amending Article 12C, Part III, Municipal Code, pertaining to the Real Property Transfer Tax, by amending Section 1108 to clarify that the exemption from the tax for assumed indebtedness has been eliminated.

Description: In 1990, the Board of Supervisors approved an ordinance (Ordinance 357-90), which amended Section 1102 of Part III of the San Francisco Municipal Code to eliminate the exemption from the real property transfer tax for assumed indebtedness, i.e. amounts owed under mortgages. Therefore, whereas previously, a purchaser of real property was exempted from paying a transfer tax on any outstanding debt assumed by the purchaser, under the amended ordinance, the purchaser is now required to pay a transfer tax on the entire amount of the transaction, including the assumed indebtedness.

However, according to Mr. Greg Diaz of the Recorder's Office, a potential ambiguity has arisen as to whether the elimination of such exemption, in the legislation as previously approved by the Board of Supervisors, also applies to partnership transactions under Section 1108 of the Part III

of the Municipal Code. According to Mr. Diaz, this ambiguity exists because, in 1990, only Section 1102, which applies to all taxable transactions, was amended, and not Section 1108, which deals specifically with partnership transactions.

According to Mr. Diaz, it was the intention of the Board of Supervisors to have eliminated the exemption for assumed indebtedness for all transactions subject to the real property transfer tax, including partnership transactions. As such, the proposed ordinance would amend Section 1108 of Part III of the Municipal Code to reflect such intent. Mr. Diaz advises that, since 1990, the Recorder's Office has applied the elimination of this exemption for assumed indebtedness to all transactions, including partnership transactions.

Comments:

1. However, according to Mr. Diaz, there are currently petitions to protest approximately \$350,000 in transfer taxes pending review by the Transfer Tax Review Board¹ as a result of the reported ambiguity regarding the application of the 1990 ordinance to partnership transactions. Mr. Diaz advises that the proposed ordinance should result in resolving the collection of these outstanding transfer taxes and could avoid potential additional costs for the review of such cases by the Transfer Tax Review Board.

2. According to Mr. Diaz, the City could potentially realize tax losses if this ambiguity is not clarified and the Transfer Tax Review Board rules against the City in future cases involving exemptions for assumed indebtedness in partnership transactions. However, Mr. Diaz advises that the amount of such potential tax losses to the City cannot be estimated at this time.

Recommendation: Approve the proposed ordinance.

¹ The Transfer Tax Review Board is a three-member Board consisting of the Controller, the Tax Collector and the Assessor, who are responsible for judging the validity of a taxpayer's protest against the taxability of a transaction or the tax amount, as determined by the County Clerk/Recorder.

Item 2 - File 96-94-4

- Departments:** Real Estate Department
Department of Public Works (DPW)
- Item:** Ordinance authorizing the sale of real property to Lillian L. Chen and Franklin K. Chen, as joint tenants, and adopting findings pursuant to City Planning Code Section 101.1.
- Amount:** \$30,000
- Description:** The proposed ordinance would authorize the sale of a portion of surplus City-owned land under the jurisdiction of the Department of Public Works (DPW). The land to be sold is located between the parcel owned by the above mentioned individuals and Seventh Avenue, and includes the newly constructed Eighth Avenue retaining wall. The property consists of approximately 410.5 square feet of surplus DPW land. The purpose of this conveyance is to permit the construction of two single-family homes to replace a two-unit flat damaged by the 1989 Loma Prieta earthquake. The proposed ordinance would authorize the sale of this property, without seeking competitive bids, to the above mentioned individuals for \$30,000.
- Comments:**
1. Under the terms of the proposed sale, the purchaser would be responsible for the maintenance of the Eighth Avenue retaining wall which traverses the property. The Real Estate Department estimates that the cost to maintain this retaining wall would be approximately \$7,000, based on the Real Estate Department's estimated cost to purchase liability insurance for the retaining wall and to maintain and repair the retaining wall in perpetuity.
 2. Mr. Larry Jacobson of the Real Estate Department reports that the purchase price established for the subject parcel was based on the parcel's estimated fair market value of approximately \$95 per square foot, or \$38,998 for 410.5 square feet (410.5 square feet x \$95 per square foot), less the estimated cost to maintain the retaining wall of approximately \$7,000, for a purchase price of \$31,998. Mr. Jacobson advises that this amount was rounded down to \$30,000.
 3. According to Mr. Jacobson, the reason that the property is being sold to Lillian and Franklin Chen, without seeking competitive bids, is because competitive bidding in this situation would have been impracticable or impossible. Mr. Jacobson advises that this is because the subject parcel is

BOARD OF SUPERVISORS
BUDGET ANALYST

inaccessible from any roadways, is adjacent to Mr. and Mrs. Chen's property and has limited potential uses.

4. The Department of City Planning reports that the proposed sale is in conformity with the Master Plan and consistent with the eight priority policies of Planning Code Section 101.1.

5. According to Mr. Jacobson, the proceeds to the City of \$30,000 from the sale of surplus DPW land would be used to reimburse the Real Estate Department for its sales expenses (\$5,000), with the remaining \$25,000 (\$30,000 less \$5,000) to be deposited in the DPW's Real Property Trust Fund (used for the acquisition of land and improved property), subject to future appropriation approval by the Board of Supervisors.

Recommendation: Approve the proposed ordinance.

Item 3 - File 28-94-16

Department: San Francisco Water Department
Public Utilities Commission (PUC)

Item: Resolution approving an emergency expenditure by the San Francisco Water Department for the repair of two water feeder mains and the resulting damage to Pacific Avenue between Larkin and Hyde Streets.

Amount: \$257,500

Source of Funds: Water Department's FY 1994-95 Construct Feeder Mains Fund.

Description: On November 20, 1994 two 12-inch water mains broke on Pacific Avenue between Larkin and Hyde Streets. The force of the water from the main breaks resulted in extensive damage to the pavement, eroding the base and sub-base material, and undermining a major portion of the street. The repair of this portion of Pacific Avenue was necessary as the water mains are important feeder mains to the general area, providing both domestic and fire fighting capabilities. The repairs to the water mains and pavement were also necessary to restore normal water supply to the area and unimpeded vehicular access.

In accordance with Section 6.30 of the San Francisco Administrative Code, the PUC declared that an emergency situation existed at Pacific Avenue between Larkin and Hyde Streets. Since the Water Department had an existing contract with the Antonio Ruiz Construction Company to pave sidewalks and streets, and because this company also had an underground plumbing license, the Antonio Ruiz Construction Company was utilized to perform the emergency repairs in the amount of \$180,000. The Antonio Ruiz Construction Company is both a Minority Owned Business and a Local Owned Business (MBE/LBE). The remaining \$77,500 of the estimated expenditures of \$257,500 was utilized for Police Department services, Department of Public Works clean-up services, PG&E costs, and for the Water Department's emergency crews, field construction work, and plumbing work.

Comments: Mr. Gregg Tom of the Water Department advises that the emergency repair work on Pacific Avenue between Hyde and Larkin Streets commenced on November 20, 1994 and was completed on December 30, 1994.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995 Budget Committee Meeting

Item 4 - File 86-94-2

Department: Recreation and Park Department

Item: Resolution approving the 1995 budget for the San Francisco County Fair/Flower Show.

Description: The Board of Supervisors previously approved an ordinance authorizing the Recreation and Park Department to enter into an agreement, for calendar years, 1994, 1995 and 1996, with the San Francisco Flower Show Inc., a non-profit organization, to conduct the San Francisco County Fair/Flower Show (File 86-93-1).

The Recreation and Park Department has applied for funds, in the amount of \$40,000, from the State of California Department of Food and Agriculture, Division of Fairs and Exhibitions to partially finance the County Fair/Flower Show. In order to receive these State funds, the City must submit a budget to the State which has the approval of the Board of Supervisors. The County Fair/Flower Show will be funded by a combination of State funds, attendance fees, and concessions. The County Fair/Flower Show will not result in any General Fund costs to the City. The 1995 budget for the County Fair/Flower Show is as follows:

Administrative Personnel

| | | |
|--|------------|---------|
| Assist. Designer/Manager (\$10/hr. @ 350 hrs.) | \$3,500 | |
| Auditor (flat rate of \$850 for audit) | <u>850</u> | |
| Subtotal | | \$4,350 |

Operating Expenses

| | | |
|---|--------------|---------------|
| Maintenance and General Operations | \$19,400 | |
| Materials and Supplies | 3,200 | |
| Publicity | 14,000 | |
| Security and Ticket Takers | 1,350 | |
| Premiums (awards for flower arrangements) | 9,200 | |
| Exhibits | 10,960 | |
| Miscellaneous | <u>3,800</u> | |
| Subtotal | | <u>61,910</u> |
| Total | | \$66,260* |

* Of the \$66,260, \$40,000 represents State funds and the \$26,260 represents estimated operating revenues to be generated by the County Fair/Flower Show.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995 Budget Committee Meeting

In addition to authorizing approval of the 1995 budget for the County Fair/Flower Show, the proposed resolution would also authorize the Recreation and Park Department to apply for accept and expend the State funds, as approved in the budget. As such, the title of the proposed legislation should be amended to include authorization for the Recreation and Park Department to apply for, accept and expend the State funds, as approved in the budget.

Comments:

1. The Recreation and Park Department advises that the application for the State funds has already been submitted. As such, the proposed legislation should be amended to authorize the Recreation and Park Department to apply for the proposed funds retroactively.
2. The County Fair/Flower Show will be held on August 25, 1995 to August 27, 1995 at the County Fair Building.

- Recommendations:**
1. Amend the title of the proposed resolution to include authorization for the Recreation and Park Department to apply for, accept and expend the State funds as approved in the budget.
 2. Amend the proposed resolution to authorize the Recreation and Park Department to apply for the proposed State funds retroactively.
 3. Approve the proposed resolution as amended.

Item 5 File 170-94-18

Department: Airports Commission

Item: A proposed resolution approving the issuance of up to \$26,000,000 aggregate principal amount of San Francisco International Airport Second Series Revenue Bonds, by the Airports Commission, for the purpose of acquiring the Superbay Hangar and related facilities at San Francisco International Airport, which are currently owned by the San Francisco Airport Improvement Corporation, and extending the period of issuance for San Francisco International Airport Second Series Revenue Bonds to finance the Master Plan by two years through 1998.

Description: In 1970 the San Francisco Airport Improvement Corporation (SFAIC), a non-profit corporation, on behalf of the City and County of San Francisco, issued \$30,000,000 in SFAIC Bonds for the purpose of financing the costs of acquiring, constructing and developing a Superbay Hangar and related facilities at San Francisco International Airport (the Airport). Mr. Leo Fermin of the Airport explained that the SFAIC was created as a lower interest rate financing vehicle to provide airlines with the capability to obtain funding for the construction and acquisitions of facilities at San Francisco International Airport, by issuing tax exempt bonds through the non-profit corporation.

The San Francisco International Airport would like to acquire the Superbay Hangar, located on Plot 40 on the east side of the airfield next to San Francisco Bay, which is now owned by American Airlines, through SFAIC. A Superbay Hangar is an aircraft maintenance hangar facility which is capable of housing up to 4 jumbo-jets (747's) at one time. In order to acquire the facility, the Airport, through the Airports Commission, would issue up to \$26,000,000 aggregate principal amount in Airport Revenue Bonds, at a maximum interest rate of 12 percent. The issuance of up to \$26,000,000 would be used to assume the outstanding debt on the bonds previously issued by the SFAIC, estimated at \$21,600,000.

Section 7.306(a) of the Charter of the City and County of San Francisco grants the Airports Commission the authority to issue Airport Revenue Bonds for the purpose of acquiring or constructing airport facilities under the Airports Commission's jurisdiction. The Airports Commission has entered into a Memorandum of Understanding with American Airlines to acquire the Superbay Hangar. Acquisition cost for the Superbay Hangar includes, \$8 million

BOARD OF SUPERVISORS
BUDGET ANALYST

in a cash payment by the Airport to American Airlines, plus the bond interest and redemption costs associated with the issuance of \$26 million in Airport Revenue bonds to assume the \$21.6 million in outstanding debt, presently carried by the SFAIC. The total cost of the debt service for the \$26 million in Airport Revenue Bonds to be paid over a 30 year period would be approximately \$62,848,449 based on an estimated interest rate of 6.92 percent. The average annual debt service would be \$2.096 million.

Section 7.306(a) of the City Charter which, as stated above, grants the Airports Commission the authority to issue Airport Revenue Bonds also stipulates, that such bonds are wholly obligations of the Airport. As such, neither the credit, nor the taxing power of the City's General Fund is pledged to the payment of the principal or interest of such bonds. The bond interest and redemption payments would be funded entirely by Airport revenues.

In addition to requesting authorization to issue up to \$26 million in Airport Revenue Bonds in March of 1995 to retire the existing debt of \$21.6 million, the proposed resolution also requests an extension of the deadline for the issuance of up to \$2.4 billion in San Francisco International Airport Second Series Revenue Bonds to finance Master Plan Projects. As originally planned, a series of bonds were to be issued over a four-year period from 1993 through 1996. This proposed resolution requests that the period for issuing the series of bonds be extended by two years through 1998. Since the bonds have not been sold, the request to extend the period for issuing such bonds does not increase interest rate or issuance costs.

The Airport Master Plan consists of both near-term and long-term components. The Airport Master Plan was designed to anticipate the transportation needs of airline patrons using the Airport through the year 2006. As such, the Long-Term Airport Master Plan Projects includes the final configuration of boarding areas in the remaining sections of satellite terminals, improvements to the west field cargo and maintenance area, the development of a commercial office facility, the extension of the east field cargo and maintenance area and two major parking improvements.

In December of 1992, the Board of Supervisors approved a resolution (File 170-92-13) for the issuance of up to \$2.4 billion in San Francisco International Airport Second Series Revenue Bonds for the Near Term Master Plan Projects. The \$2.4 billion in bonds was to be divided in up to 15 separate

issues for the purpose of financing Airport's Near Term Master Plan Projects. The Near Term Master Plan Projects consist of architectural and engineering, demolition and construction of various airport facilities and infrastructures such as terminals, air freight and maintenance buildings, roadways and taxiways, and a Ground Transportation Center.

As previously stated, the 15 issues were anticipated to take place over a four-year period from 1993 through 1996. This proposed resolution would extend the issuance period by two years, through 1998. According to Mr. Fermin, this extension is being requested in consideration of the loan of \$25,000,000 from the Airport revenues to the City's General Fund in 1992. Monies accumulated as Airport revenues are generated as a result of landing fees paid by airlines, as well as concession revenues paid by Airport patrons. Mr. Fermin states that extending the deadline for the issuance of the \$2.4 billion in Near Term Master Plan Bonds would slow the rate of landing fee increases paid by the airlines because annual debt service payments will be lower if all of the bonds are not outstanding. As stated above, there are no additional interest or issuance costs associated with extending the deadline for the sale of bonds to finance the Near Term Master Plan Projects. However, as with any pending bond sale, there is basis point risk which is related to the fluctuations in interest rates.

The Board of Supervisors authorized the issuance of the \$2.4 billion for the Near Term Master Plan Projects including construction (\$1.8 billion), capitalized interest (\$0.34 billion), reserve funds (\$0.20 billion) and bond underwriter discount and issuance costs (\$0.06 billion). Of the original \$2.4 billion, which was authorized for issuance, \$215,000,000 in Near Term Master Plan Project bonds have been sold. The remaining \$2.185 billion in bonds are currently scheduled to be sold over the next two years. Approximately \$1.6 billion related to construction costs was reserved pending the award of construction contracts, contract cost details and information on the Minority Business Enterprise/Women Business Enterprise status of the contractors.

Comments:

1. The only Superbay Hangar at the Airport is owned by American Airlines. The construction of the hangar was financed for American Airlines with tax exempt revenue bonds which were issued through the SFAIC. Under the present arrangement, American Airlines makes ground lease payments of \$20,000 per acre, on 52.72 acres, or \$1,054,400 annually, to the Airport and also makes lease payments to

pay the annual debt service on the outstanding bonds issued to construct the Superbay Hangar through the Airports Commission. If the present arrangement is continued, once the outstanding debt on the SFAIC bonds is retired, American Airlines would own the Superbay Hangar and continue to make ground lease payments to the Airport.

The Near Term Master Plan Projects do not include the construction of a Superbay Hangar. According to Mr. Fermin, the Airport would like to acquire the Superbay Hangar due to the severe shortage of land for such facilities at the Airport and also to gain some economies of scale with regard to land use. The Superbay Hangar is located on plot 40 which is adjacent to plot 41 which is being developed for aircraft parking space. If the Airport owns the structures, and controls the activities on both parcels, Plots 40 and 41, the land could be used to its maximum potential. Also, if the Superbay Hangar is under Airport control, the Airport could accommodate other carriers should the present tenants underutilize the space. Finally, the acquisition of plot 40 which is the location of the Superbay Hangar, provides the Airport with flexibility during the development of the east side of the Airport under the Master Plan construction and interim relocation program and any other future aviation support requirements that may arise.

Mr. Fermin states that cost estimates for the construction of a new Superbay Hangar are \$55 million to \$60 million plus the estimated cost of interest. Using the same assumption with respect to estimated average interest rates (6.92 percent), the life of the bonds (30 years) and semi-annual payments, debt service would be approximately \$3.5 million annually for a total of \$105,000,000. In addition to financing the construction costs, an additional \$10 million would be financed to cover the cost of capitalized interest during construction, a debt service reserve fund, underwriters discount and other soft costs, such as architectural and engineering services. Debt service costs on the additional \$10 million would be approximately \$580,000 annually for a total of \$17.4 million over 30 years.

Constructing a new Superbay Hangar instead of acquiring the existing hangar would result in total costs of approximately \$122,400,000 (\$105,000,000 plus \$17,400,000), for a total additional debt service cost of \$59,551,551 (\$122,400,000 for the new facility less \$62,848,449 to acquire the existing facility) over the 30 year period. As previously stated, the total cost of acquiring the existing Superbay Hangar has been estimated at \$62,848,449 which represents

BOARD OF SUPERVISORS
BUDGET ANALYST

total debt service (principal and interest) payments on \$26 million in bonds for 30 years, plus \$8 million in cash, for a total of \$70,484,449.

Based on these estimates, the Airport believes that the acquisition of the existing Superbay Hangar, from American Airlines is a more prudent action on the part of the Airports Commission. Based on a review of the debt service tables, which include the interest costs on the estimated \$26 million in bonds, the Budget Analyst concurs that acquisition of the existing Superbay Hangar currently owned by American Airlines is the most cost effective way for the Airport to acquire a Superbay Hangar.

2. The Superbay Hangar was constructed by the SFAIC for American Airlines which currently remits lease payments to SFAIC. The lease payments provide the revenue stream required to make debt service payments on the bonds. As previously stated, the value of the outstanding debt is currently estimated at \$21,600,000. The interest rate on these SFAIC bonds is 8.5 percent. As stated previously, the interest rate on the proposed Airport Revenue bonds would be approximately 6.92 percent.

3. Mr. Fermin indicates that no selection has been made for the underwriter related to the proposed bond issuance since the Airport uses a competitive bid process to award underwriting contracts. Prior to any expenditure for the underwriter or other financial consultants, the Board of Supervisors must appropriate the necessary bond funds. When the Airport requests that the bond funds be appropriated, information on the contract cost details and the Minority Business Enterprise/Women Business Enterprise status of all contractors related to the issuance of these bonds will be submitted to the Budget Committee.

4. Since the actual sale of up to \$26 million in Airport Revenue Bonds is not scheduled to take place until March of 1995, interest rates and terms have not been finalized for this issuance. Based on current market conditions, Airport staff is using an average interest rate of 6.92 percent to estimate annual debt service payments and the cost of interest on the estimated \$26 million in revenue bonds to be sold. Since the actual bond sale is not scheduled to take place until March of 1995, the actual interest rate is not yet known. However, the resolution approved by the Airports Commission states that the interest rate shall not exceed 12 percent.

Based on current interest rates, Mr. Fermin anticipates the issuance of approximately \$24.9 million in bonds for the purchase of the Superbay Hangar out of the proposed requested authorization to issue up to \$26 million.

5. Mr. Fermin notes that the Superbay Hangar will not be demolished as part of the Master Plan. If the Airport assumes ownership of the Superbay Hangar, the Airport would lease hangar space to American and United Airlines. Rental rates for hangar space would be set at \$15 per square foot for ground floor space and \$10 per square foot for upper floor spaces. Beginning in calendar year 1996, the Airport would realize \$3.9 million annually in rental revenues. After calendar year 1996, rental rates, as well as rental revenues, would increase annually in accordance with the Consumer Price Index.

As noted above, the Superbay Hangar would not be demolished as part of the Master Plan for the Airport. The Superbay Hangar will be kept for a minimum of 30 years and is estimated to generate positive cash flows over that 30 year period.

Recommendation: Approve the proposed resolution.

Item 6 - File 54-94-16

Item: Motion directing the Clerk of the Board of Supervisors to submit to the Mayor a Supplemental Appropriation Request for \$100,000 to support the Board's work in considering Charter Reform.

Description: The proposed motion would direct the Clerk of the Board of Supervisors to submit a supplemental appropriation to the Mayor in the amount of \$100,000 for the purpose of funding the Board of Supervisors work on reform of the City Charter. The funds would be used primarily to pay for legal analysis and drafting by the City Attorney, and also for materials and mailing costs associated with public hearings on a proposed new Charter.

In 1993, the voters approved Proposition N, supporting a Charter reform process and providing for the establishment of a Committee for this purpose made up of representatives of the Mayor, Board of Supervisors and Chief Administrative Officer. This Committee drafted a Charter reform proposal which was subsequently rejected by vote of the Board of Supervisors in July of 1994.

In October of 1994, the Board of Supervisors established by resolution a Select Committee on Charter Reform in order to draft another Charter Reform proposal. According to the Author of the proposed motion, the goal of the Select Committee is to have the Board of Supervisors approve a new Charter reform proposal for the November 1995 ballot. According to Mr. Matthew Batkin of the Registrar of Voter's Office, this work must be completed and the Board must approve the new proposal by July 28, 1995 in order to be placed on the November 1995 ballot.

The Select Committee will undertake a detailed legal review of the Charter in order to determine which sections of the Charter are appropriate for transfer to the City's Administrative Code, which for revision, and which for deletion. The Committee will also hold public hearings and distribute draft copies of revised Charter language to the public for comments. According to the Author's Office, this legal process will require extensive assistance from the City Attorney's Office. Funds for such assistance are not included in the Fiscal Year 1994-95 budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995 Budget Committee Meeting

The budget for the supplemental appropriation requested under the proposed motion, for a period of approximately six months, would be as follows:

| | |
|---|--------------|
| City Attorney Staff (est. 812 hours @ \$115.08/hr. *) | \$93,476 |
| Materials and Printing | 5,000 |
| Postage | <u>1,500</u> |
| Total | \$99,976 |
| Requested amount with rounding | \$100,000 |

* The City Attorney's hourly billing rates include salary, fringe benefits, and library and clerical support staff costs.

Comments:

1. As noted above, the Charter reform work is not included in the Fiscal Year 1994-95 budget. Therefore, the supplemental appropriation requested under this motion would represent a new, one-time cost to the City's General Fund.

2. The supplemental appropriation requested under the proposed motion would primarily pay salaries for City Attorney staff via a work order from the Clerk of the Board's Office. Existing City Attorney staff, whose positions are funded by the General Fund, would be assigned to the Charter reform project, at an estimated cost of \$93,476. The primary staff assigned to this project would be an 8181 Assistant Chief Attorney I, who would work with the Select Committee full-time for a period of six months. According to Mr. Burke Delventhal of the City Attorney's Office, the City Attorney's Office would need to hire a temporary replacement 8181 Assistant Chief Attorney I for the six month period, along with temporary clerical support, to do the work now being done by staff who would be assigned to the Charter reform effort.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 7 - File 100-94-20

Department: Department of Parking and Traffic (DPT)

Item: Hearing requesting release of reserved funds in the amount of \$206,719 in salaries and \$47,928 in fringe benefits to fund staffing of 17 positions in the DPT Parking Citation Division for the last six months of the 1994-95 fiscal year.

Amount: \$254,647

Source of Funds: FY 1994-95 DPT Budget, Parking Citation Division reserve.

Description: On November 1, 1993 the responsibility for processing, administratively reviewing and adjudicating parking citations was transferred from the Municipal Court to the DPT, pursuant to the requirements of State legislation (A.B. 408). Staff was transferred from the Municipal Court to the DPT, but compliance with A.B. 408 necessitated 17 additional full time equivalent (FTE) positions, which were provided in a September, 1993 supplemental appropriation to the FY 1993-94 DPT budget. The supplemental appropriation was approved with the requirement that the DPT conduct an analysis of long-term staffing needs for the newly created Parking Citation Division, based on an evaluation of actual experience under the new system.

The DPT submitted the FY 1994-95 budget request without such a staffing evaluation, because the new system had not been in operation long enough to provide workload and productivity data. Therefore, the Board of Supervisors reserved half of the salary and fringe benefits for the 17 FTE positions, representing the last six months of FY1994-95 (1/1/95 - 6/30/95), that had been added to supplement the transfers from the Municipal Court, pending submission by DPT of a long-term staffing analysis to the Budget Committee. The reserve included \$308,455 in salaries and \$71,288 in fringe benefits, for a total of \$378,743.

The proposed release of reserve would fund salaries for these 17 positions in the DPT's Parking Citation Division for the six months from January to June, 1995. The required staffing analysis has now been prepared, and is on file with the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

The request includes \$206,719 in salaries and \$47,928 in fringe benefits, for a total release of \$254,647 in reserved funds. The DPT is requesting release of \$124,096 less than the \$378,743 that was reserved, because savings in other Parking Citation Division salaries and fringe benefits will cover the balance of funds needed to cover these 17 positions for the remainder of FY 1994-95 (See Comment No. 4).

Comments:

1. The DPT has submitted a detailed staffing report, with data on workload volume and average time per case, by section (such as administrative hearings, field surveys, phone inquiries, etc.). As noted above, the report is on file with the Board of Supervisors.

In general, the DPT reports that the workload volume has been lower than projected, but the average time per case has been higher than projected, so that the current staffing level is appropriate. Some adjustments in staffing have been made since the Parking Citation Division was established to make better use of the available staff. Specifically, two clerks were transferred from the Administrative Review section to the Direct Customer Services section, because the changes in the way citations are handled since the passage of A.B. 408 have created a high volume of telephone and window inquiries. Another two clerical positions that had been transferred from the Municipal Court were deleted in the FY 1994-95 budget process. In addition, two AA56 Hearing Officer positions (out of a total of seven) were deleted. One 1367 Special Assistant position was created to supervise the remaining five Hearing Officers and one 1406 Sr. Clerk position was created to provide clerical support to the Hearing Officers, at approximately the same combined cost as the two deleted AA56 Hearing Officer positions.

2. Ms. Kane states that the workload of the Parking Citation Division may decrease over time, as drivers become familiar with the new system, have fewer questions and contest fewer parking tickets (in light of the limitations on grounds for dismissal of tickets). Ms. Kane advises that the DPT will continue to monitor changes in workload of the division.

3. Ms. Kathryn Hile of the DPT reports that, since the administration and adjudication of parking tickets was transferred to the DPT, parking ticket revenues have increased substantially. Ms. Hile states that in the first year of operation (11/1/93 - 10/31/94), the Parking Citation Division collected a total of approximately \$45.5 million in

revenues, which is \$6.2 million, or approximately 16 percent, more than the \$39.3 million that was collected during the previous twelve month period (11/1/92 - 10/31/93). According to Ms. Hile, several factors contributed to the increase in revenues, including: (1) ticket issuance was hindered during much of the 11/1/92 - 10/31/93 period because of broken parking meters; (2) an amnesty program for parking ticket holders was implemented at the end of the first period and the beginning of the second period; (3) provisions of A.B. 408 that make it impossible for drivers to accumulate unpaid parking tickets and allowed the DPT to limit the grounds under which tickets can be reduced or dismissed to a set of specific criteria, thereby increasing full payment of parking tickets. Although the implementation of A.B. 408 was not the only factor in the increase, DPT officials cite a 14 percent increase in collection rates -- the dollars collected per ticket issued -- (comparing FY 1992-93 with FY 1994-95 to date) as further evidence that the new system will continue to yield higher revenues than did the old system.

4. The DPT reports that the Parking Citation Division has reduced staffing needs, resulting in a one-time savings to the Department of \$100,736 in salaries and \$23,360 in fringe benefits, for a total of \$124,096 in reserved funds that are not needed. Ms. Jocelyn Kane of the DPT states that the projected one-time savings will be achieved in the Data Entry section, which does not include any of the 17 positions for which salary and fringe was reserved. However, the DPT will use the savings to meet salary obligations within the Parking Citation Division, thereby reducing the amount of funds needed from reserve. If the eight Data Entry Operator positions are deleted in the FY1995-96 budget process, as DPT officials plan to do, the DPT will need to fund the full salaries of the 17 positions directly starting in that fiscal year.

During early 1994, the DPT requested Proposition J approval for contracting out of data entry services in the Parking Citation Division. Although the Controller approved the request, the Board of Supervisors did not take action on the request, after representatives of SEIU Local 790 objected to the plan. DPT officials continued to have discussions with the union officials. Ms. Jocelyn Kane of the DPT states that the union, which represents the Data Entry Operators, agreed to withdraw its opposition to contracting out the data entry work, provided that the DPT transition the effected employees to other positions.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995 Meeting of Budget Committee

By November 1994, eight 1720 Data Entry Operators in the Parking Citation Division were transitioned to other available clerical positions within the DPT. As employees were transitioned, the DPT began to use the services of the Bank of America (which already provides lockbox services to the Parking Citation Division), to carry on the data entry work that had been performed by transitioned Data Entry Operators. Ms. Kane advises that this arrangement has been an interim measure used in order to avoid delays in citation entry. The cost of this service (approximately \$23,000 per month, or \$138,000 to the last six months of FY 1994-95) is deducted by the Bank of America from the revenues that the bank credits to the City's account. Under this arrangement, the DPT saves salary costs of Data Entry Operators, but the City receives parking ticket revenues that have been reduced by approximately \$23,000 per month.

Because the Bank of America is compensated through deductions rather than a direct payment, the DPT did not need a supplemental appropriation to amend the contract with the Bank of America to include data entry services. However, the Budget Analyst recommends that the Board of Supervisors require the DPT to submit a request for Proposition J approval of the contract amendment. Ms. Kane states that the DPT concurs with this recommendation.

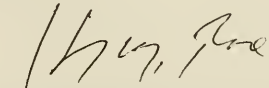
Recommendations:

1. Require the DPT to resubmit a request to contract for data entry services under Proposition J, which would then be subject to legislative approval by the Board of Supervisors. Because the proposed release of reserved funds does not pertain to data entry staffing or services, approve the release of the proposed reserved funds at this time.
2. Direct the Controller to return the \$124,096 balance of reserved funds to the General Fund.
3. Require the DPT to provide another analysis of staffing needs to the Board of Supervisors by January of 1996, so that any future reductions in workload can be reflected in the FY 1996-97 DPT budget. Prior to preparing this

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 11, 1995

analysis, the DPT should develop objective standards for the amount of time required to perform major tasks, so that staff performance can be monitored and evaluated against these standards.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Alioto
Supervisor Bierman
President Shelley
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS

BUDGET ANALYST

/// CALENDAR ACTION
SPECIAL MEETING
/// BUDGET COMMITTEE
/// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SF
S90.07
#2
1/17/95
TUESDAY, JANUARY 17, 1995 - 1:30 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: MARY L. RED

1. File 101-94-48. [Appropriation, Social Services Department) Ordinance appropriating \$87,273 of Federal Title IVB revenue for contractual services to allow the Department of Social Services to develop a family support and preservation program for fiscal year 1994-95. (Controller)

ACTION: Hearing held. RECOMMENDED to full Board meeting of January 17 as Committee Report.

DOCUMENTS DEPT

AUG 27 1995

SAN FRANCISCO
PUBLIC LIBRARY

MAIN -
CITY AND COUNTY



Public Library, Documents Dept.
OF SAN FRANCISCO
ATTN: Jane Judson

1/17/95
#3
590.07
BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 13, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 17, 1995 Special Meeting of the Budget Committee

DOCUMENTS DEPT.
JAN 20 1995

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 101-94-48

Department: Department of Social Services (DSS)

Item: Supplemental Appropriation Ordinance appropriating \$87,273 of Federal Title IVB funds for the Department of Social Services to develop a Family Support and Preservation Program.

Amount: \$87,273

Source of Funds: Federal Title IVB funds - through the California State Department of Social Services (SDSS)

Description: The Board of Supervisors recently approved legislation approving a one-year plan developed by the DSS, in accordance with State requirements, for the new Family Preservation Support Program, which is to be funded by Federal Title IVB funds provided through the SDSS (File 153-94-2). DSS advises that the plan was developed in collaboration with a 60-member planning group comprised of parents, foster parents, community based organizations, neighborhood groups, advocates, members of the clergy, foundations, University of California, San Francisco, San Francisco State University, and the Department of Public

Memo to Budget Committee
January 17, 1995 Special Budget Committee Meeting

Health. The purpose of the Family Preservation Support Program is to provide support services to families at risk or in crisis with the objective of either preventing their entry into the Child Welfare System or reunifying children, already in outside placement, with their families.

The DSS reports that the Family Preservation Support Program will be funded by Federal Title IVB funds for a period of five years. The State has advised DSS that the amount to be allocated to the City for this purpose for FY 1994-95 is \$87,273. DSS advises that the \$87,273 will be used for a planning and development process associated with the Family Preservation Support Program. Specific Program services will be developed based on the assessment of need, which will be conducted as a part of the planning and development process.

Budget: The proposed initial one-year budget of \$87,273 for the Family Preservation Support Program would be expended as follows:

Contract Services

**San Francisco State University (SFSU)
(for Program planning support)**

| | | |
|--------------------------------|--------------|----------|
| Program Staff (.33 FTE) | \$11,040 | |
| Administrative Staff (.10 FTE) | 4,979 | |
| Fringe Benefits | 1,509 | |
| Rent | 800 | |
| Office Supplies | 200 | |
| Professional Services | 10,008 | |
| Administrative Overhead | 5,247 | |
| Miscellaneous | <u>1,200</u> | |
| | | \$34,983 |

**Asian Perinatal Advocates (for technical
assistance in planning)**

| | | |
|--------------------------------|--------------|--------|
| Administrative Staff (.03 FTE) | \$1,096 | |
| Office Supplies | 867 | |
| Professional Services | 5,000 | |
| Miscellaneous | <u>4,000</u> | |
| | | 10,963 |

**Mission Housing Development Corp.
(for technical assistance in planning)**

| | | |
|-------------------------|------------|--------|
| Office Supplies | \$40 | |
| Copying | 50 | |
| Mileage | 30 | |
| Professional Services | 7,950 | |
| Administrative Overhead | 1,940 | |
| Miscellaneous | <u>953</u> | |
| | | 10,963 |

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Audrey L. Smith, Inc, (for technical assistance in planning)

| | | |
|--------------------------|--------------|----------|
| Clerical Staff (.10 FTE) | \$1,346 | |
| Office Supplies | 1,200 | |
| Copying | 300 | |
| Professional Services | 17,280 | |
| Miscellaneous | <u>1,800</u> | |
| | | \$21,926 |

Professional Services

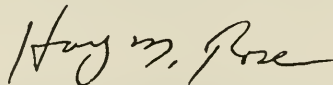
| | | |
|---|--------------|--------------|
| Technical Writer (flat fee rate for five-year Program plan) | \$3,938 | |
| Program Evaluation (flat fee rate) | <u>4,500</u> | <u>8,438</u> |
| Total | | \$87,273 |

Comments:

1. Ms. Anna Cortez of the DSS advises that the DSS modified its existing contracts with SFSU, Asian Perinatal Advocates, Mission Housing Development Corp. and Audrey L. Smith, Inc. to include the provision of the above-noted services.

2. Additionally, Ms. Cortez reports that based on the recommendation of the program coordinator of the SFSU contract, Doctor Griffin of SFSU has been selected as the Technical Writer for the five-year Program plan and Doctor Gates also of SFSU has been selected to provide the Program Evaluation services.

Recommendation: Approve the proposed ordinance.



Harvey M. Rose

| | |
|----------------------|------------------------------|
| cc: Supervisor Hsieh | Clerk of the Board |
| Supervisor Alioto | Chief Administrative Officer |
| Supervisor Bierman | Controller |
| President Shelley | Teresa Serata |
| Supervisor Ammiano | Robert Oakes |
| Supervisor Hallinan | Ted Lakey |
| Supervisor Kaufman | |
| Supervisor Kennedy | |
| Supervisor Leal | |
| Supervisor Migden | |
| Supervisor Teng | |

BOARD OF SUPERVISORS
BUDGET ANALYST

Public
Library
Oct 11 11



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

REVISED

January 13, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 17, 1995 Special Meeting of the Budget Committee

DOCUMENTS DEPT.

JAN 20 1995

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 101-94-48

Department: Department of Social Services (DSS)

Item: Supplemental Appropriation Ordinance appropriating \$87,273 of Federal Title IVB funds for the Department of Social Services to develop a Family Support and Preservation Program.

Amount: \$87,273

Source of Funds: Federal Title IVB funds - through the California State Department of Social Services (SDSS)

Description: The Board of Supervisors recently approved legislation approving a one-year plan developed by the DSS, in accordance with State requirements, for the new Family Preservation Support Program, which is to be funded by Federal Title IVB funds provided through the SDSS (File 153-94-2). DSS advises that the plan was developed in collaboration with a 60-member planning group comprised of parents, foster parents, community based organizations, neighborhood groups, advocates, members of the clergy, foundations, University of California, San Francisco, San Francisco State University, and the Department of Public

REVISED

Health. The purpose of the Family Preservation Support Program is to provide support services to families at risk or in crisis with the objective of either preventing their entry into the Child Welfare System or reunifying children, already in outside placement, with their families.

The DSS reports that the Family Preservation Support Program will be funded by Federal Title IVB funds for a period of five years. The State has advised DSS that the amount to be allocated to the City for this purpose for FY 1994-95 is \$87,273. DSS advises that the \$87,273 will be used for a planning and development process associated with the Family Preservation Support Program. Specific Program services will be developed based on the assessment of need, which will be conducted as a part of the planning and development process.

Budget:

The proposed initial one-year budget of \$87,273 for the Family Preservation Support Program would be expended as follows:

Contract Services

**San Francisco State University (SFSU)
(for Program planning support)**

| | | |
|--------------------------------|--------------|----------|
| Program Staff (.48 FTE) | \$21,040 | |
| Administrative Staff (.25 FTE) | 4,980 | |
| Fringe Benefits | 1,510 | |
| Rent | 800 | |
| Office Supplies | 200 | |
| Photocopying | 300 | |
| Administrative Overhead | 4,563 | |
| Miscellaneous | <u>1,590</u> | |
| | | \$34,983 |

**Asian Perinatal Advocates (for technical
assistance in planning)**

| | | |
|--------------------------------|--------------|--------|
| Administrative Staff (.03 FTE) | \$1,096 | |
| Office Supplies | 867 | |
| Professional Services | 5,000 | |
| Miscellaneous | <u>4,000</u> | |
| | | 10,963 |

**Mission Housing Development Corp.
(for technical assistance in planning)**

| | | |
|-------------------------|------------|--------|
| Office Supplies | \$240 | |
| Copying | 300 | |
| Mileage | 30 | |
| Professional Services | 7,950 | |
| Administrative Overhead | 1,490 | |
| Miscellaneous | <u>953</u> | |
| | | 10,963 |

**BOARD OF SUPERVISORS
BUDGET ANALYST**

REVISED

Audrey L. Smith, Inc, (for technical assistance in planning)

| | | |
|--------------------------------|--------------|----------|
| Administrative Staff (.03 FTE) | \$1,346 | |
| Office Supplies | 1,200 | |
| Copying | 300 | |
| Professional Services | 17,280 | |
| Miscellaneous | <u>1,800</u> | |
| | | \$21,926 |

Professional Services

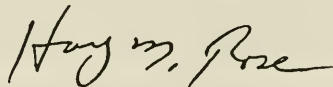
| | | |
|--|--------------|--------------|
| Technical Writer (flat fee rate for five-year Program plan) | \$3,938 | |
| Program Evaluation (flat fee rate) | <u>4,500</u> | <u>8,438</u> |
| Total | | \$87,273 |

Comments:

1. Ms. Anna Cortez of the DSS advises that the DSS modified its existing contracts with SFSU, Asian Perinatal Advocates, Mission Housing Development Corp. and Audrey L. Smith, Inc. to include the provision of the above-noted services.

2. Additionally, Ms. Cortez reports that based on the recommendation of the program coordinator of the SFSU contract, Doctor Griffin of SFSU has been selected as the Technical Writer for the five-year Program plan and Doctor Gates also of SFSU has been selected to provide the Program Evaluation services.

Recommendation: Approve the proposed ordinance.



Harvey M. Rose

| | |
|----------------------|------------------------------|
| cc: Supervisor Hsieh | Clerk of the Board |
| Supervisor Alioto | Chief Administrative Officer |
| Supervisor Bierman | Controller |
| President Shelley | Teresa Serata |
| Supervisor Ammiano | Robert Oakes |
| Supervisor Hallinan | Ted Lakey |
| Supervisor Kaufman | |
| Supervisor Kennedy | |
| Supervisor Leal | |
| Supervisor Migden | |
| Supervisor Teng | |

BOARD OF SUPERVISORS
BUDGET ANALYST

S.F.
590.07
#2
1/18/95

/// CALENDAR ... ACTION
REGULAR MEETING TAKEN
/// BUDGET COMMITTEE
/// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
AUG 27 1996
SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, JANUARY 18, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: MARY L. RED

1. File 12-95-1. [Impact of Governor's Budget on the City's Budget] Hearing to consider the impact of the Governor's proposed budget for fiscal year 1995/96 on the budget of the City and County of San Francisco. (Supervisor Hsieh)

ACTION: Hearing held. Consideration continued to call of chair.

2. File 100-94-19. [Anticipated Supplemental Requests] Hearing to consider anticipated Supplemental Requests from various departments and the Mayor's recommendation concerning these requests. (Supervisor Hsieh)
(Continued from 12/14)

ACTION: Hearing held; Continued to January 25.

3. File 97-94-78. [Adult Probation Service Reimbursement Fee] Ordinance amending Administrative Code by adding Section 8.31-2, authorizing the Adult Probation Department to collect an administration fee in the amount of \$120.00 for the cost of services rendered in processing petitions. (Adult Probation Department)
(Continued from 1/4/95)

ACTION: RECOMMENDED.

4. File 101-94-33.1. [Appropriation, District Attorney] Ordinance appropriating \$496,889 from the general fund reserve for salaries and fringe benefits to address underfunding in the District Attorney's Office for fiscal year 1994-95; providing for ratification of action previously taken; subject of previous budgetary denial. (Supervisor Alioto)
RE-REFERRED TO COMMITTEE FROM FULL BOARD MEETING OF 12/14/94

ACTION: Continued to January 25 per request of Department.

5. File 101-94-46. [Appropriation, Dept. of Public Works] Ordinance appropriating and certifying \$10,489, Department of Public Works, for Capital Improvement Project to cover ten percent overage as per Charter Section 7.203, providing for ratification of action previously taken, for fiscal year 1994-95. RO #94104 (Controller)

ACTION: RECOMMENDED.

6. File 101-94-47. [Appropriation, Dept. of Public Works, \$9,578] Ordinance appropriating and certifying \$9,578, Department of Public Works, for Capital Improvement Project to cover ten percent overage as per Charter Section 7.203, providing for ratification of action previously taken, for fiscal year 1994-95. RO #94143 (Controller)

ACTION: RECOMMENDED.

7. File 170-95-1. [Airport Surety Bond/Loan Program] Resolution authorizing the San Francisco International Airport ("Airport") to obtain letter of credit lines totaling up to an aggregate of \$2,500,000, which letters of credit will be used to induce surety bond companies and financial institutions to provide surety bonds and working capital financing to certain Minority/Women/Small Business Enterprises. (Supervisors Hsieh, Bierman, Kaufman)

ACTION: RECOMMENDED. Supervisors Hsieh, Bierman, Kaufman added as sponsors.

8. File 101-91-27.2. [Release of reserved funds, DPW] Hearing requesting release of reserved funds, Department of Public Works, in the amount of \$15,700 to repair Civic Center Power House, which produces steam to heat City buildings in the Civic Center area. (Public Works Department)

ACTION: Release of reserved funds in the amount of \$15,700 approved. FILED.

9. File 212-95-1. [Mortgage Credit Certificates] Resolution authorizing an application to the California Debt Limit Allocation Committee to permit the issuance of mortgage credit certificates. (Supervisor Shelley, Alioto, Hsieh, Bierman, Kaufman)

ACTION: RECOMMENDED. Supervisors Hsieh, Bierman, Kaufman added as cosponsors.

10. File 101-94-50. [Supplemental Appropriation, Mayor's Office] Ordinance appropriating \$129,300, Mayor's Office, Peninsula Corridor Joint Powers Board, from the General Fund Reserve for contractual services to fund installment payment for San Francisco's share of start-up costs for fiscal year 1994/95. RO #94154 (Supervisors Hsieh, Bierman, Kaufman)

ACTION: RECOMMENDED. Supervisors Hsieh, Bierman, Kaufman added as sponsors.

07
195
CITY AND COUNTY



Public Library, Documents Dept.
Attn: Jane Hudson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 13, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 18, 1994 Budget Committee Meeting

DOCUMENTS DEPT.
JAN 18 1995

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 12-95-1

This item is a hearing to consider the impact of the Governor's proposed budget for fiscal year 1995-96 on the budget of the City and County of San Francisco. Mr. Harrington will comment directly to the Budget Committee on the latest known information concerning this matter.

Item 2 - File 100-94-19

Note: This item was continued by the Budget Committee at its meeting of December 14, 1994.

Item: Hearing to consider anticipated supplemental appropriation requests and Mayor's recommendations.

Amount: Pending supplemental appropriations totaling \$10,768,872 have been identified to date, with other expected requests being developed by Muni, Public Health and the Department of Human Resources.

Source of Funds: General Fund Reserve

Description: 1. The Mayor's Office has provided the following calculation of the current status of General Fund Reserves:

| | |
|-----------------------------|---------------------|
| General Fund Reserve | \$ 5,605,938 |
| Additional Revenue 11/16/94 | 4,400,000 |
| Public Health Reserve * | <u>2,850,000</u> |
| Total | \$12,855,938 |

* The Public Health Reserve is the result of Mental Health expenditure savings during the 1993-94 budget year which have been set aside for the opening of the new Mental Health Facility at San Francisco General Hospital (i.e. the "R" Facility) during the 1994-95 Fiscal Year.

2. The Mayor's Office has also provided the following list of existing and expected supplemental appropriations and their current status:

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|------------------------------|------------------------|---------------------------------|---------------|
| District Attorney | \$1,650,000 | \$1,650,000 | Board |
| Sheriff-Operations | 690,000 | 660,000 | Board |
| Sheriff-Jail Overcrowding | 150,000 | 150,000 | Board |
| Muni-Shortfall | To Be Determined (TBD) | TBD | Department |
| Department of Public Health | | | |
| Mental Health - "R" Facility | 2,260,000 | 2,260,000 | Board |
| Substance Abuse | 152,000 | 152,000 | Board |
| Forensics Nurses | 350,000 | 350,000 | Board |
| Medi-Cal Managed Care | 125,000 | 125,000 | Department |
| Nursing MOU | TBD | TBD | Department |
| Center for Special Problems | 220,000* | 220,000* | Mayor |

* See Comments Section on Center for Special Problems.

Memo to Budget Committee
January 18, 1995

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|--|---------------------|---------------------------------|---------------|
| CAO Retirement | \$ 55,000 | \$55,000 | Mayor |
| Police - Automatic Weapons | 160,000 | 160,000 | Department |
| Police - Overtime | 600,000 | 600,000 | Department |
| Court Security | 570,000 | 400,000 | Mayor |
| Payment in Lieu of Taxes (SFHA) | 1,000,000 | 1,000,000 | Controller |
| Zero Base Budget | 150,000 | TBD | Mayor |
| Human Resources: | | | |
| Workers Compensation | 275,000 | 175,000 | Mayor |
| Employee Relations Division | TBD | TBD | Department |
| Civil Services/Health and Safety | TBD | TBD | Department |
| Joint Powers Board (JPB) | 129,300 | 129,300 | Board |
| Charter Reform | 100,000 | 100,000 | Board |
| Juvenile Probation | 777,487 | TBD | Mayor |
| Public Defender | 529,000 | TBD | Mayor |
| Recreation and Park | 403,000 | TBD | Mayor |
| Real Estate | 299,877 | TBD | Mayor |
| District Attorney-Family Support Bureau | 59,700 | TBD | Mayor |
| Chief Administrative Officer | 23,508 | TBD | Mayor |
| Total | \$10,728,872 | \$8,186,300 | |
| General Fund Remaining Reserves | \$2,127,066 | \$4,669,638 | |

Comments:

District Attorney - \$1,650,000: Of the requested \$1,650,000, \$1,153,111 has been approved and \$496,889 is pending before the Budget Committee (see Item 4, File 101-94-33.1 of this report to the Budget Committee).

Sheriff - \$660,000 and \$150,000: These items for new jail and work furlough operations and for jail overcrowding have been previously approved by the Board of Supervisors.

Mental Health "R" Facility - \$2,260,000: This represents the amount of expenditures that the Department and Mayor's Office have determined will be necessary to fund fixtures, furnishings and equipment for the new Mental Health facility on the SFGH campus to achieve accreditation approval and open the facility during the current fiscal year.

BOARD OF SUPERVISORS
BUDGET ANALYST

Substance Abuse - \$152,000: Funding added for treatment beds during the 1994-95 budget hearings was insufficient to carry the program through mid January, 1995 as intended by the Budget Committee.

Forensics Nurses - \$350,000: Overspending associated with the ten hour shifts worked by forensics nurses.

Medi-Cal Managed Care - \$125,000: expected current fiscal year City contribution to the Health Authority established for the Managed Care Local Initiative. As previously reported, the total City commitment over three years will be \$1.0 million.

Nursing MOU - To be Determined: As of the writing of this report, the Mayor's Office reports that they have not been provided with a MOU that has been approved by the Nurses. However, the Department of Public Health is now projecting that a provision of the MOU regarding the "1% pick up" of employee retirement contributions by the City will cost approximately \$500,000 in 1994-95.

Center for Special Problems - \$220,000: During the 1994-95 budget hearings, \$400,000 was added to the budget for six months operation of the Center for Special Problems. According to the Mayor's Office, the Center for Special Problems has been operating at a lower cost, with no decrease in offender program services, and this additional \$220,000 is to fund the program as it is currently operating for the remainder of the fiscal year. An additional \$180,000, resulting in a total of \$400,000, would come from MediCal funding.

CAO Retirement - \$55,000: the Mayor's Office has received a supplemental appropriation request in this amount for costs related to the retirement of the Chief Administrative Officer.

Police - Automatic Weapons - \$160,000: 1994-95 expenditures to begin arming Police Officers with automatic weapons.

Police - Overtime - \$600,000: The Police Department's unanticipated overtime expenditures related to the newspaper strike amounted to approximately \$600,000. If savings are not achieved over the remainder of the fiscal year to offset this expense, a supplemental appropriation may be required.

Court Security - \$400,000: This represents the amount of expenditure recommended by the Mayor's Office for Court Security personnel at the Polk and Folsom facility. The funding would also be use to pay anticipated overtime expenses related to several upcoming high profile court cases.

Payment in Lieu of Taxes (SFHA) - \$1,000,000: The 1994-95 budget was balanced with the inclusion of total Payment in Lieu of Taxes (PILOT) revenue in the amount of \$1.6 Million. Of this amount, \$600,000 was designated as the PILOT for the current fiscal year, and \$1.0 million was for prior years. The Controller reports that the SFHA has budgeted the \$600,000 PILOT for 1994-95, but not the \$1.0 million balance for prior years. Also related are current negotiations for payment to the City for additional Police services. The Controller reports that these matters will be brought before the Board of Supervisors in the near future.

Zero Base Budget - \$150,000 (Mayor's Recommendation is "To be determined"): Pending supplemental appropriation for cost of the Budget Analyst to perform a second Zero Base Budget Analysis for the 1995-96 Fiscal Year.

Human Resources: Workers Compensation - \$175,000: Estimated costs for restructuring the Workers Compensation Division when it is transferred from the Employees Retirement System to the Department of Human Resources.

Human Resources: Employee Relations Division - "To Be Determined": The Employee Relations Division (ERD) of the Human Resources Department reports that a total of 29 Memoranda of Understanding must be negotiated between now and the end of the Fiscal Year. Each of these separate MOU may become the subject of arbitration. Consequently, the ERD anticipates staffing needs and legal assistance for arbitration cases in an amount that has not yet been determined. The Department is now preparing a supplemental appropriation request for submittal to the Mayor's Office.

Human Resources: Civil Services/Health and Safety - \$430,375: Although the amounts are still to be determined, HRD expects to submit a supplemental appropriation request of approximately \$430,375 for underfunded salary costs to pay for existing budgeted positions (estimated at \$200,000), MIS development (\$86,875) and health and safety programs (\$143,500), which include a new Federally mandated drug testing program.

Joint Powers Board (JPB) - \$129,300: This request for payment of San Francisco's share of the startup costs related to the Peninsula Corridor Joint Powers Board is pending before the Budget Committee (see Item 10, File 101-94-50 of this report to the Budget Committee).

Charter Reform - \$100,000: As of the writing of this report, a motion has been recommended by the Budget Committee to the full Board of Supervisors to request a supplemental appropriation for \$100,000 to fund support services for the Select Committee on Charter Reform.

Juvenile Probation - \$777,487: To be used for Capital Improvement Projects and Facilities Maintenance.

Public Defender - \$529,000: To be used for salaries and fringes.

Recreation and Park - \$403,000: To be used for salaries and fringes.

Real Estate - \$299,877: To be used for security for sites with relocated City Hall tenants, excluding the Courts.

District Attorney-Family Support Bureau - \$59,700: To be used as a County match for Equipment.

Chief Administrative Officer - \$23,508: To be used to pay for Association of Bay Area Governments (ABAG) dues.

Item 3 - File 97-94-78

NOTE: This item was continued by the Budget Committee at its meeting of January 4, 1995.

Department: Adult Probation

Item: Ordinance amending Administrative Code by adding Section 8.31-2, authorizing the Adult Probation Department to collect an administrative fee for the purpose of reimbursing the County for the actual cost of services rendered.

Description: Under the California Penal Code, after successfully completing a grant of probation, clients are permitted to submit a petition for the setting aside of a verdict, which requests the dismissal of charges against the client, to the Superior Court. Alternatively, for clients who have committed felonies and have successfully completed a grant of probation, such clients may, in certain cases, submit a petition for a change of plea, which requests that a felony charge be reduced to a misdemeanor charge. Upon the submission of a petition for the setting aside of a verdict or for a change of plea, the Adult Probation Department is required to prepare a dismissal report for the Superior Court on behalf of the client, which states the basis for or against the client's request.

The California Penal Code authorizes the collection of fees from persons who petition for a change of plea or for the setting aside of a verdict. The Penal Code further provides that this fee may not exceed \$120 per petition and requires that the Board of Supervisors determine the amount of the fee to reflect the actual cost of processing petitions.

The proposed ordinance would amend the San Francisco Administrative Code to authorize the Adult Probation Department to charge an administrative fee to clients petitioning for the setting aside of a verdict or for a change of plea which would reimburse the Department for the costs of processing petitions and preparing the related dismissal reports. The Adult Probation Department has proposed that the fees for processing a petition for a change of plea and for processing a petition for setting aside a verdict both be set at \$120, which, as noted above, is the maximum amount allowed by law. The revenues generated through the collection of such fees would be deposited into the General Fund.

The following is a breakdown of the Adult Probation Department's estimated costs to process petitions and to prepare the related dismissal reports:

| <u>Description of Task</u> | <u>Estimated Time Needed Per Case (in hours)</u> | <u>Hourly Wage, incl. Benefits</u> | <u>Total</u> |
|---|--|--|--------------|
| Initial research, performed by Clerk Typist | 1 | \$17.04 | \$17.04 |
| Interview and report preparation by Senior Probation Officer | 4 | 31.04 | 124.16 |
| Transcribing, word processing and copying of report by Transcriber Typist | <u>1</u> | 18.66 | <u>18.66</u> |
| TOTAL | 6 | | \$159.86 |

- Comments:**
1. The Adult Probation Department's costs of \$159.86 to process petitions and prepare the related dismissal reports exceed the maximum fee of \$120 permitted by the State.
 2. The Chief Adult Probation Officer has the discretion to exempt clients from the proposed \$120 fee, depending on a determination as to the client's ability to pay.
 3. According to Mr. Roy Ellender, Business Manager for the Adult Probation Department, in FY 1993-94, the Adult Probation Department processed 183 petitions to set aside a verdict or to change a plea and prepared the related dismissal reports. Based on this amount, the proposed administrative fee would have generated \$21,960 in additional revenues to the City in FY 1993-94 (183 reports x \$120 administrative fee). However, according to Mr. Ellender, administrative fee revenues would vary from year to year, depending on the client's ability to pay the proposed \$120 administrative fee and on the number of petitions filed. The estimated fee revenues have not been included in the FY 1994-95 budget.
 4. Mr. Ellender advises that an Amendment of the Whole, which will correct various technical inaccuracies contained within the legislation, will be submitted to the Budget Committee at its meeting of January 18, 1995.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 101-94-33.1

Note: This item was rereferred from the December 19, 1994, Board of Supervisors Meeting.

Department: District Attorney

Item: Supplemental appropriation ordinance for salaries and fringe benefits; subject of previous budget denial.

Amount: \$496,889

Source of Funds: General Fund-General Reserve

Description: As previously reported to the Budget Committee on November 30, 1994, the District Attorney's Fiscal Year 1994-95 General Fund budget request for Criminal and Civil Prosecution and Administration salaries, was reduced by a total of \$957,750, from \$10,966,463 to \$10,008,713.

At the Budget Committee meeting of November 30, 1994, the District Attorney requested an additional \$1,650,000 including salaries of \$1,377,000, fringe benefits of \$255,000 and training of \$18,000.

Based on the recommendations of the Budget Analyst, the Budget Committee recommended that the District Attorney be granted \$1,153,111 of the \$1,650,000 request, including salaries of \$957,750, fringes of \$177,361 and training funds of \$18,000. Based on the Mayor's budget instructions, this amount fully restored the District Attorney's budget to his 1994-95 budget request. The \$1,153,111 request was subsequently approved by the Board of Supervisors.

The Budget Analyst recommended that the remaining balance of the \$1,650,000 request, or \$496,889 be denied. The Budget Committee, instead, continued the balance of the District Attorney's request of \$496,889, including \$419,250 in salaries and \$77,639 in fringe benefits. Further, the Budget Committee requested that the Budget Analyst verify the savings that the District Attorney would achieve from his Weekend Rebooking Program, since the District Attorney advised the Budget Committee that he would have to eliminate the Weekend Rebooking Program if the Budget Committee accepted the recommendations of the Budget Analyst.

The Budget Analyst has determined the following information regarding the Weekend Rebooking Program:

1. The Weekend Rebooking Program is one component of a three component Expedited Rebooking Program used by the District Attorney's Office to reduce the rebooking time period to one court day (approximately 24 hours) from the statutorily mandated two-court-day, non-expedited system. The other two components of the Expedited Rebooking Program are (1) Narcotic Cases Rebooking, whereby the head of the Narcotics Unit performs rebookings of felony narcotics cases, and (2) Expedited Weekday Rebooking, whereby on each weekday, a Principal Attorney in the District Attorney's Office is detailed to assist in rebooking in order to achieve the rebooking within 24 hours. The purpose of the Expedited Rebooking Program is to reduce the number of County Jail incarcerations.

2. The rebooking activity of the District Attorney's Office results in as many as fifty percent of defendants being held on felony charges being released as a result of the case being discharged (charges are dropped) or the charges being reduced to a misdemeanor, thus permitting the defendant to be cited out by the Sheriff's Office. Rebooking thus results in a reduced number of incarcerations and the Expedited Rebooking Program further reduces the number of incarcerations.

3. According to Ms. Bridget Bane of the District Attorney's Office, between 1987 and 1992 there was a dedicated Expedited Rebooking Program Unit within the District Attorney's Office. However, since 1992, prosecution staff within the District Attorney's Office have been detailed for service in the Expedited Rebooking Program. Ms. Bane has provided the Budget Analyst with staffing data showing that approximately 1.2 FTE positions are dedicated to weekend rebooking and approximately 1.2 FTE positions are dedicated to expedited weekday rebooking, for a total of 2.4 FTE positions, including nonprogram time (training, vacations, sick leave, etc.). Ms. Bane further reports that approximately 0.6 of a FTE position is dedicated to felony narcotics cases in connection with rebooking and that approximately 0.75 FTE positions provide support to the Expedited Rebooking Program. Personnel costs for the attorney and support positions allocated to the Expedited Rebooking Program are as follows:

| <u>Title</u> | <u>Classification</u> | <u>FTE</u> | <u>Salary at Top Step</u> | <u>Total Annual Salary Costs</u> |
|--------------------|-----------------------|-------------|-------------------------------|--------------------------------------|
| Principal Attorney | 8180 | 3.00 | \$98,136 | \$294,408 |
| Legal Secretary II | 1460 | <u>0.75</u> | \$48,363 | <u>36,272</u> |
| | | 3.75 | | \$330,680 |

The total estimated annual cost of the Expedited Rebooking Program, including \$330,680 in salaries and \$60,184 in fringe benefits, is \$390,864.

4. However, whether the District Attorney's Office accomplishes rebooking on an expedited basis within approximately 24 hours or within the statutory limit of two court days, the number of rebooking cases remains the same – the only variable is how quickly the rebooking occurs. Since the number of cases is the same, the only difference in the staffing required to perform rebooking under an expedited or non-expedited process is the relative efficiency of each system. The Budget Analyst estimates that the maximum additional cost of the Expedited Rebooking Program, compared to rebooking on a non-expedited basis, is \$150,000, including the cost of one FTE Principal Attorney position. The District Attorney's Office does not concur with this estimate and states that the additional cost of the Expedited Rebooking Program is \$390,864 as shown above.

5. The District Attorney's Office has performed an analysis of the costs avoided in calendar year 1994 due to Weekend Rebooking Program activities. That analysis shows that approximately \$407,600 in jail overcrowding fines were avoided by such rebooking. The Budget Analyst has reviewed that analysis and concurs with these approximate savings for calendar year 1994.

6. The jail overcrowding fine rate in effect through November 30, 1994, was \$300 per inmate, per day. Effective December 1, 1994, the rate for jail overcrowding was increased to \$2,500 per inmate, per day, and is scheduled to increase to \$5,000 per inmate per day in April of 1995. Sergeant Ridgeway of the Sheriff's Department reports that between October 31, 1994, and January 12, 1995, the City was assessed only one fine of \$300 for jail overcrowding, which occurred in the month of November, 1994. However, Sergeant Ridgeway advised that November and December are typically light months for incarcerations. Sergeant

Ridgeway has provided the Budget Analyst with a list of actions taken by the City to alleviate jail overcrowding (see Attachment).

Comments:

1. Because this request was the subject of previous budgetary denial, approval of this request would require a two-thirds affirmative vote by the Board of Supervisors.
2. As previously stated, the District Attorney's Office original request of \$1,650,000 included salaries of \$1,377,000, \$957,750 of which has already been approved by the Board of Supervisors. The FY 1993-94 revised funding for salaries in the District Attorney's Office was \$11,245,597 (\$11,329,642 less \$84,045 for two positions deleted as a result of the Budget Analyst's Zero Based Budget recommendations). However, the requested amount of \$1,377,000 in salaries would increase the Department's FY 1994-95 funding for salaries to \$11,385,713 (\$10,008,713 approved in the FY 1994-95 Budget plus \$1,377,000 from the Department's requested supplemental). Thus, the Department would be funded \$140,116 for salaries in FY 1994-95 in excess of the amount of its revised FY 1993-94 Budget (\$11,385,713 less \$11,245,597).
3. Therefore, as a minimum, the proposed supplemental appropriation request should be reduced by the amount of \$165,617 (\$140,116 in salaries plus \$25,501 in fringe benefits), or from \$496,889 to \$331,272. The District Attorney's Office concurs with this reduction.
4. As previously noted, the Budget Analyst estimates that the additional costs of the Expedited Rebooking Program are \$150,000, including the costs for one Principal Attorney, in contrast to the District Attorney's Office estimated additional costs of \$390,864.
5. The previous action of the Board of Supervisors, to approve supplemental funding in the amount of \$1,153,111 of the District Attorney's total \$1,650,000 request, including salaries of \$957,750, fringe benefits of \$177,361, and training funds of \$18,000, has already fully restored the District Attorney's budget to his FY 1994-95 budget request which was submitted consistent with the Mayor's budget instructions. Except for the Police and Library Departments, which received voter mandates by the San Francisco electorate, no other City and County department has received such a full budget restoration as has been recommended by the Budget Analyst for the District Attorney. However, the

BOARD OF SUPERVISORS
BUDGET ANALYST

District Attorney's Office maintains that it should be funded at its revised FY 1993-94 level (see Comment No. 2 above).

Recommendations: 1. Disapprove this request.

2. If the Budget Committee does not concur with the above recommendation of the Budget Analyst, reduce the proposed supplemental appropriation request by \$165,617, or from \$496,889 to \$331,272 in accordance with Comment No. 3 above. The District Attorney's Office concurs with this recommendation.

City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

415 - 554 - 7225

Date: Thursday, January 12, 1995

To: Stan Jones
Budget Analyst's Office
San Francisco Board of Supervisors

From: Sgt. Richard Ridgeway, Financial Services Manager,
Office Of San Francisco Sheriff

Re: Changes That Reduce Jail Population

First of all, I wanted to apologize for not getting this information to you sooner. Our department is in the process of packing and being moved, while I have been trying to gather the information that you requested. Obviously, there has been repeated interruptions.

The programs that are on-going, which have an impact on our reducing jail over crowding are as follows:

- a) Expansion of SWAP: Allowing more participation.
- b) Expansion of County Parole: More inmates eligible.
- c) Accelerated Probation Reports: Reports processed faster, to increase volume.
- d) Continuation of Residential Beds: Inmates removed the jail after being assessed by the Sheriff's Department and County Parole for placement.
- e) Cite out of all non-violent misdemeanor warrants: Individual given a court appearance date, rather than waiting in jail.
- f) District Attorney re-bookings on Weekends and Evenings: releases those individuals from jail, when the District Attorney intends to drop the charges.
- g) Citation Release: After not meeting the department's qualification for cite, the individuals are reviewed by "Super Cite", and if they meet their standards, are cited and released.
- h) OR: Release on their Own Recognizance, after being reviewed by and approved by the judge on duty, the individual is released.
- i) Bail Commissioner
- j) Court Ordered Early Release: where the inmates serve only 70% of their sentence.

Item 5 - File 101-94-46

Department: Department of Public Works (DPW)

Item: Supplemental appropriation ordinance appropriating \$10,489 for a capital improvement project to cover ten percent overage, in accordance with Charter Section 7.203, and providing for ratification of action previously taken.

Amount: \$10,489

Source of Funds: Sewer Service Repair and Replacement Fund (funded from Sewer Service Charges)

Description: The Department of Public Works (DPW) reports that the proposed supplemental appropriation in the amount of \$10,489 would be used to pay for contract modifications, which exceeded ten percent of the original contract, for the Palace of Fine Arts Flooding Control Project. Charter Section 7.203 requires authorization of the Board of Supervisors if the amount of a contract is increased by more than ten percent of the original contract amount.

Comments:

1. The Palace of Fine Arts Flooding Control Project consists of replacing approximately 1,000 feet of undersized storm drain along the Palace of Fine Arts parking lot, as well as removing and replacing existing pumps, controls and other necessary equipment.
2. A contract in the amount of \$134,690 was awarded to the low bidder, Shaw Pipeline, Inc. Shaw Pipeline, Inc. is not an MBE or WBE firm. Additional work, which was not previously included in the contract, was required to complete the project. The contract modifications, which are outlined below, were performed by Shaw Pipeline, Inc., at an additional cost of \$23,958.
3. The budget details of this contract overage above ten percent of the original contract amount for the Palace of Fine Arts Flooding Control Project are as follows:

| | |
|--------------------------|-----------|
| Original Contract Amount | \$134,690 |
|--------------------------|-----------|

Contract Modifications:

| | |
|--|---------|
| Lining of existing damaged sewer pipe with polyethylene pipe | \$9,900 |
|--|---------|

Removal and replacement of existing
pumps with two non-clog waste water
pumps to prevent clogging and flooding
in Palace of Fine Arts restrooms \$7,803

Installation of tamper-proof metal cover
for new electrical control panel to
prevent vandalism, and installation of
additional conduit for future flooding
control 1,238

Additional excavation due to lowering of
new sewer line elevation in order to
avoid conflict with Palace of Fine Arts
water and telephone lines 4,092

Additional six linear feet of pipeline
needed @ approximately \$154.17 per
linear foot 925

Subtotal - Contract Modifications \$23,958

Revised Contract Amount \$158,648

Previously Appropriated Funds for
Contractual Services (including 10%
contingency of \$13,469) 148,159

Excess of Revised Contract Amount
Over Previously Appropriated Funds \$10,489

4. As reflected above, a total of \$148,159 was previously appropriated for the original contract amount of \$134,690 plus a ten percent contingency of \$13,469. The actual contract costs of \$158,648 include contract modifications that resulted in an increase of \$23,958 or 17.8 percent greater than the original contract amount of \$134,690. Therefore, as previously noted, Charter Section 7.203 requires the authorization of the Board of Supervisors, since the contract modifications exceeded ten percent of the original contract amount.

5. DPW reports that the additional work reflected above has already begun. Therefore, the proposed ordinance provides for ratification of action previously taken.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 18, 1995

Item 6 - File 101-94-47

Department: Department of Public Works (DPW)

Item: Supplemental appropriation ordinance appropriating \$9,578 for a capital improvement project to cover ten percent overage, in accordance with Charter Section 7.203, and providing for ratification of action previously taken.

Amount: \$9,578

Source of Funds: Sewer Service Repair and Replacement Fund (funded from Sewer Service Charges)

Description: The Department of Public Works (DPW) reports that the proposed supplemental appropriation in the amount of \$9,578 would be used to pay for contract modifications, which exceeded ten percent of the original contract, for the Zoological Gardens Sewer Repair Project. Charter Section 7.203 requires authorization of the Board of Supervisors if the amount of the contract is increased by more than ten percent of the original contract amount.

Comments:

1. The Zoological Gardens Sewer Repair Project consists of the construction of 10-inch and 12-inch diameter Vitrified Clay Pipe (VCP) sewers, 8-inch and 12-inch diameter Polyethylene Pipe (PEP) sewers, concrete manholes, catchbasins and storm water inlets.
2. A contract in the amount of \$43,669 was awarded to Coastal Construction, Inc., an MBE firm. Additional work, which was not previously included in the contract, was required to complete the project. The contract modifications, which are outlined below, were performed by Coastal Construction, Inc., at an additional cost of \$15,375.
3. The budget details of this contract overage above ten percent of the original contract amount for the Zoological Gardens Sewer Repair Project are as follows:

| | |
|-----------------|----------|
| Contract Amount | \$43,669 |
|-----------------|----------|

Contract Modifications:

| | |
|--|---------|
| Additional investigation of utility conflicts; removal of concrete obstructions and abandoned steel pipe | \$7,235 |
|--|---------|

| | |
|---|-----------------|
| Repair of irrigation lines broken during excavation for new sewer | \$3,433 |
| Installation of screen on fence at Llama's pen | 1,017 |
| Construction of VCP culvert connection to new catchbasin in Rhino pen | 1,064 |
| Excavation of red rock base material in Kangaroo pen and fine grading at Kangaroo pen and Rhino pen | <u>2,626</u> |
| Subtotal - Contract Modifications | <u>\$15,375</u> |
| Revised Contract Amount | \$59,044 |
| Previously Appropriated Funds for Contractual Services (including contingency) | <u>49,466</u> |
| Excess of Revised Contract Amount Over Previously Appropriated Funds | \$9,578 |

4. As reflected above, a total of \$49,466 was previously appropriated for the original contract amount of \$43,669 plus a contingency of \$5,797. The actual contract costs of \$59,044 include contract modifications that resulted in a net increase of \$15,375 or 35.2 percent greater than the original contract amount of \$43,669. Therefore, as previously noted, Charter Section 7.203 requires the authorization of the Board of Supervisors, since the contract modifications exceeded ten percent of the original contract amount.

5. DPW reports that the additional work reflected above has already begun. Therefore, the proposed ordinance provides for ratification of action previously taken.

Recommendation: Approve the proposed ordinance.

Memo to Budget Committee
January 18, 1995 Budget Committee Meeting

Item 7 - File 170-95-1

Department: Airport

Item: Resolution authorizing the San Francisco International Airport to obtain letter of credit lines totaling up to an aggregate of up to \$2,500,000, which will be used to encourage surety bond companies and financial institutions to provide surety bonds and working capital financing to certain Minority/Women/Small Business Enterprises.

Amount: Up to \$2,500,000

Description: On June 21, 1994, the Airports Commission adopted a resolution authorizing the creation and implementation of a Minority/Women/Small Business Enterprise (M/W/SBE) Bonding Program. The purpose of this Program is to assist M/W/SBE contractors and subcontractors in obtaining surety bonds and working capital financing to further M/W/SBE participation in Airport construction projects. Specific services to be provided to M/W/SBEs include (1) the provision of training seminars on a regular basis to prepare and assist M/W/SBEs to meet the requirements of surety bonding companies, (2) the provision of personalized services including technical construction and project management advice and training, financial and administrative services and business development training, (3) referrals to surety bonding companies nationwide, (4) training in certain techniques to strengthen the controls on cash flows and the management oversight on a job and (5) enhancing the ability of M/W/SBEs to obtain credit and surety bonds by providing financing guarantees to surety companies and/or lending banks.

Mr. Leo Fermin of the Airport advises that the Airport recently issued a Request for Proposal (RFP) to six banks who would issue the letters of credit on behalf of the M/W/SBE firms. The RFP was also advertised in the investment industry's "Munifacts" wire service. Responses to the RFP are due on January 19, 1995. According to Mr. Fermin, the Airport will select one or more of the banks based on the lowest letter of credit fee and any other applicable fee charged by the bank(s) for the issuance of letters of credit.

Mr. Fermin reports that in order for a bank to issue letters of credit on behalf of the M/W/SBE firms, the Airport must establish a line of credit with the bank in an amount that equals the amount of the requested letters of credit.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 18, 1995 Budget Committee Meeting

According to Mr. Fermin, the Airport currently has sufficient capital funds budgeted to support \$2,500,000 of credit, and no further appropriation of funds is necessary for this purpose. Mr. Fermin adds that the Airport would not have to deposit the \$2,500,000 with the bank(s) and, as such, the Airport would not lose any interest income in connection with these monies.

Mr. Fermin further reports that he estimates that the fees which would be charged by the bank(s) in connection with the issuance of letters of credit on behalf of the M/W/SBE firms will not exceed \$75,000 annually. Mr. Fermin states that sufficient funds are available in the Airport's FY 1994-95 budget to pay for these costs. As such, payment of these fees would not have any additional fiscal impact on the Airport's budget.

Comment:

Mr. Fermin advises that all certified San Francisco M/W/SBE firms and all M/W/SBE firms in San Mateo, Alameda, Contra Costa, Marin and Santa Clara Counties which are registered with the Human Rights Commission (HRC) are eligible to participate in the M/W/SBE Bonding Program, which began in December of 1994. Mr. Fermin notes that as of the writing of this report, two firms are receiving some technical support services (not including letters of credit) under this Program.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 8 - File 101-91-27.2

Department: Department of Public Works (DPW)

Item: Requesting release of reserve funds in the amount of \$15,700 to repair the Civic Center Powerhouse on Larkin Street, which produces steam to heat City-owned buildings in the Civic Center area.

Amount: \$15,700

Source of Funds: DPW Special Revenue Fund, Real Property Fund Reserve

Description: In December of 1991, the Board of Supervisors approved a supplemental appropriation ordinance in the amount of \$200,000 for safety improvements to the Civic Center Powerhouse, located at 302 Larkin Street. The Civic Center Powerhouse produces steam in order to heat City Hall, City Hall Annex (where the new courthouse will be located), Brooks Hall, Civic Auditorium, the Main Library, the Department of Public Health office building (101 Grove Street) and the Emergency Hospital.

Of the \$200,000 supplemental appropriation, the Board of Supervisors placed \$160,000 on reserve, pending the selection of contractors and the MBE/WBE status of the contractors. In September of 1994, the Budget Committee approved the release of \$20,000 in reserved funds for engineering costs for the Department of Public Works (DPW) Bureau of Engineering and for the Real Estate Department, thereby leaving a balance of \$140,000 on reserve.

Recently, the condensate return pipeline in the Civic Center Powerhouse, which is part of the steam distribution system, suffered a break and is in need of repair. The pipe repair work will be performed in-house by DPW staff. In addition, asbestos must be removed from the pipeline. Through a competitive bid process, DPW selected a consultant, SCA Environmental, Inc., an MBE firm, to perform asbestos abatement consulting services, and a contractor, Synergy Environmental, Inc., also an MBE firm, to remove the asbestos. DPW is now requesting the release of \$15,700 for this needed pipe repair and asbestos abatement work. The \$15,700 request would be expended as follows:

Memo to Budget Committee
January 18, 1995

Contractual Services:

| | |
|----------------------------------|--------------|
| Synergy Environmental, Inc., MBE | |
| Asbestos abatement | \$4,250 |
| SCA Environmental, Inc., MBE | |
| Asbestos abatement consulting | <u>2,250</u> |
| Subtotal - Contractual Services | \$6,500 |

DPW Bureau of Building Repair (BBR):

| | |
|---|-------|
| Pipe repair work, to be performed by DPW | |
| Steamfitters (104 hrs. @ \$54.73 per hr.) | 5,700 |

DPW Bureau of Construction Management
(BCM):

| | |
|---|--------------|
| Construction Inspector (32 hrs. @ \$65/hr.) | \$2,080 |
| Project Manager (3 hrs. @ \$80/hr.) | 240 |
| Accountant (2 hrs. @ \$45/hr.) | 90 |
| Clerk/Secretary (3 hrs. @ \$30/hr.) | <u>90</u> |
| Subtotal - BCM | <u>2,500</u> |

| | |
|--------------------|--------------|
| Total | \$14,700 |
| Contingency (6.8%) | <u>1,000</u> |

| | |
|--------------------|-----------------|
| TOTAL FUNDS NEEDED | <u>\$15,700</u> |
|--------------------|-----------------|

Recommendation: Approve the release of reserved funds in the amount of \$15,700.

Item 9 - File 212-95-1

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing an application to the California Debt Limit Allocation Committee to permit the issuance of Mortgage Credit Certificates.

Description: The Mortgage Credit Certificate (MCC) Program is designed to assist first-time homebuyers in purchasing a single-family residence in San Francisco. The Program is directed towards households which would not be able to purchase housing without assistance, such as a mortgage credit certificate. Specifically, the MCC Program provides assistance to first time homebuyers by allowing an eligible purchaser to take an annual credit against Federal income taxes of up to 20 percent of the annual interest payments on a single family residence. A homebuyer awarded a MCC and eligible for a tax credit on the interest expense paid on the mortgage, would still be able to deduct for Federal income tax purposes the remaining amount of the annual mortgage interest payment not claimed as credit. By reducing the Federal income tax burden, the individual is left with more disposable income with which to cover mortgage payments.

On September 22, 1993, the Board of Supervisors approved a resolution authorizing the Mayor's Office of Housing to submit an application to the California Debt Limit Allocation Committee (CDLAC) for mortgage credit certificates and to have on deposit, in the City's Home Mortgage Assistance Trust Surplus Fund, cash in the amount of one percent of the allocation requested. Submission of applications to the CDLAC is necessary because the Internal Revenue Service limits the amount of MCCs that may be issued to local government agencies within a State during each calendar year. The CDLAC further requires that an applicant have on deposit one percent of the amount of the allocation requested. According to Mr. Joe LaTorre of the Mayor's Office of Housing, this deposit is required to ensure that the issuance requirements applicable to mortgage credit certificates are met by the local issuing agency, including the requirement that the first mortgage credit certificate be issued within 120 days of receipt of the allocation of mortgage credit certificates from the State. In October, 1993, the CDLAC approved the application previously submitted by the City which provided authorization for the Mayor's Office of Housing to issue \$11,600,000 of either mortgage credit certificates or mortgage revenue bonds. The City elected to issue mortgage credit certificates. Mr. LaTorre advises that by electing to issue

Memo to Budget Committee
January 18, 1995 Budget Committee Meeting

mortgage credit certificates, the amount of the allocation from the CDLAC was increased from \$11,600,000 to \$14,500,000, based on the allotment calculation used by the CDLAC. Since January, 1994, the Mayors Office of Housing has administered the Mortgage Credit Certificate Program, assisting approximately 100 low to moderate income households in purchasing homes in San Francisco.

The proposed resolution would authorize the Mayor's Office of Housing to submit a second application to the California Debt Limit Allocation Committee for an allocation of mortgage credit certificates in the amount of \$10,000,000. The proposed resolution would authorize that \$100,000 (1% of \$10,000,000) be held on deposit in connection with the submission of the application to the CDLAC, and would authorize the Director of the MOH to certify to CDLAC that such funds are available. The deposit of \$100,000 shall consist of a restriction of cash in the City's Home Mortgage Assistance Trust Surplus Fund, established pursuant to the Home Mortgage Assistance Trust Agreement of 1982. The Surplus Fund is a fund that was created within the Home Mortgage Assistance Trust Fund and consists of cash accumulated from loan repayments by individuals participating under the City's 1982 First Time Homebuyers Bond Program.

Comments:

1. Mr. LaTorre advises that approval of the proposed resolution by the Board of Supervisors must be received by the State by no later than February 1, 1995.

Recommendation: Approve the proposed resolution.

Memo to Budget Committee
January 18, 1995 Budget Committee Meeting

Item 10 - File 101-94-50

Department: Mayor's Office

Item: Supplemental Appropriation Ordinance appropriating \$129,300 from the General Fund Reserve to fund installment payment for the City's share of start-up costs of the Peninsula Corridor Joint Powers Board.

Amount: \$129,300

Source of Funds: General Fund Reserve

Description: The Board of Supervisors previously approved a resolution ratifying an amendment to the Joint Powers Agreement Peninsula Corridor Project modifying the formula under which the Joint Power's Board's administrative costs are allocated and establishing a formula for apportioning routine capital costs; rescinding previous Board Resolution No. 538-94 which gave notice to withdraw from the Joint Powers Board and urging the Mayor to submit a supplemental appropriation for \$129,300 to make the first of five payments to cover San Francisco's share of the start-up costs.

On August 20, 1991, the City entered into a Joint Powers Agreement (JPA) with the San Mateo County Transit District (SamTrans), and the Santa Clara County Transit District regarding the Peninsula Corridor Project. The Peninsula Corridor Project involves the CalTrain route that currently extends from Gilroy to San Francisco. At that time, a Joint Powers Board (JPB) was established as the eventual successor to the California Department of Transportation (Caltrans) to oversee the CalTrain operator, which is currently Amtrak.

The JPB consists of nine members, three of which represent the City and County of San Francisco. One member is an appointment of the Mayor, one is an appointment of the Board of Supervisors and one is an appointment of the Public Transportation Commission (PTC). The JPB provides for the allocation among the JPB members of the administrative, capital and operating expenses in connection with the Peninsula Corridor Project.

Approximately 40 percent of CalTrain's operating costs are recovered through fares resulting in a 60 percent annual operating deficit. The annual Federal subsidy is subtracted from the 60 percent deficit. Based on the amended JPA, the balance, after subtracting the Federal subsidy is borne by the

Counties of San Francisco, San Mateo and Santa Clara based on their respective riderships. San Francisco's current ridership share is 11.6 percent, San Mateo's is 51 percent and Santa Clara's share is 37.4 percent.

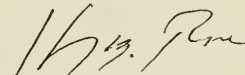
For FY 1994-95, the total estimated administrative costs for the JPB, including expenses for contract management, legal expenses and marketing, are \$5 million. Based on San Francisco's current ridership share of 11.6 percent, San Francisco's share of these administrative costs is \$580,000.

Additionally, under the amended JPA, costs for capital replacement and enhancement projects, that are not covered by outside funding sources (i.e., Federal and State grants) are shared equally by all the three counties. The Public Transportation Commission estimates that such costs for FY 1994-95 will total an estimated \$700,000. As such, based on all three counties sharing these costs equally, San Francisco's share of costs would be approximately \$233,333.

Regarding this proposed legislation requesting \$129,300, the JPB began operations in July of 1992. A total of \$5,465,539 was required for all start-up costs prior to 1992. Of this amount, \$2,787,425 (51 percent) was paid by San Mateo and \$2,120,629 (38.8 percent) was paid by Santa Clara County. These percentages were based on the sharing arrangements at that time. San Francisco has not, as yet, paid for its share of these start-up costs, San Francisco's share of the \$5,465,539 in original start-up costs is \$557,485 (10.2 percent). The three counties have agreed that San Francisco's share of the start-up costs of \$557,485 plus seven percent interest could be made in incremental payments of \$129,300 over the next five years. The proposed supplemental appropriation request of \$129,300 would provide the first installment payment for San Francisco's share of the start-up costs for the Peninsula Corridor Joint Powers Board.

Memo to Budget Committee
January 18, 1995 Budget Committee Meeting

Recommendation: Based on the prior policy decision of the Board of Supervisors, approve the proposed ordinance.


Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Alioto
Supervisor Bierman
President Shelley
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

SF
\$90.07
#2
1/25/95

/// CALENDAR... ACTION TAKEN
REGULAR MEETING
/// BUDGET COMMITTEE
/// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, JANUARY 25, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: MARY L. RED

1. File 100-94-19. [Anticipated Supplemental Requests] Hearing to consider anticipated Supplemental Requests from various departments and the Mayor's recommendation concerning these requests. (Supervisor Hsieh)
(Continued from 1/18)

ACTION: Consideration continued to February 1.

2. File 101-94-33.1. [Appropriation, District Attorney] Ordinance appropriating \$496,889 from the general fund reserve for salaries and fringe benefits to address underfunding in the District Attorney's Office for fiscal year 1994-95; providing for ratification of action previously taken; subject of previous budgetary denial. (Supervisor Alioto) (Continued from 1/18)

ACTION: Consideration continued to call of the chair.

3. File 101-94-49. [Appropriation, Municipal Court] Ordinance appropriating \$418,502, Municipal Court, of State authorized Special Revenue Funds for professional services to allow the Trial Courts to upgrade computer equipment for fiscal year 1994-95. RO #94152. (Controller)

ACTION: Consideration continued to March 1.

4. File 101-94-51. [Appropriation, Department of Public Health] Ordinance appropriating \$151,058, Department of Public Health-Mental Health, from the General Fund reserve for medical services contracts to continue Substance Abuse Programs through January 15, 1995; providing for ratification of action previously taken. RO #94146. (Controller)

ACTION: Hearing held. RECOMMENDED.

5. File 101-94-52. [Appropriation, Department of Public Health] Ordinance appropriating \$350,000, Department of Public Health-Mental Health, to allow the Department to maintain staffing for Jail Health Services for fiscal year 1994-95. RO #94145 (Controller)

ACTION: Consideration continued to February 1.

6. File 101-94-53. [Appropriation, Department of Public Health] Ordinance appropriating \$2,256,466, Department of Public Health-Mental Health, for salaries, fringe benefits, professional and other contractual services, materials and supplies and equipment to create one (1) position to fund start-up costs for the new mental health rehabilitation facility for fiscal year 1994-95. (Department of Public Health)

ACTION: Hearing held. Amendment of the Whole reflecting budget analyst recommendations; adopted. New title. "Ordinance appropriating \$2,252,066, Department of Public Health-Mental Health, for salaries, fringe benefits, professional and other contractual services, materials and supplies and equipment to create one (1) position to fund start-up costs for the new mental health rehabilitation facility for fiscal year 1994-95; placing \$130,000 on reserve." RECOMMENDED AS AMENDED.

7. File 102-94-8. [Public Employment, DPH, Add One Position] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994-95) reflecting the addition of one position, (Classification 1819 M.I.S. Specialist III) in the Department of Public Health, CMHS; companion measure to File 101-94-53. (Department of Human Resources)

ACTION: Hearing held. RECOMMENDED.

8. File 270-93-6.1. [Earthquake Emergency Relief Fund Expenditure] Resolution approving additional expenditure of \$4,860 above the \$35,000 placed in reserve in Resolution 77-94 and released for expenditure in Resolution 1023-94 from the Mayor's Earthquake Emergency Relief Fund for the services of a technical writer consultant to modernize and revise the City and County of San Francisco Emergency Operations Plan. (Also see Files 270-93-6 & 270-93-3.1.) (Mayor's Office of Emergency Services)

ACTION: RECOMMENDED.

9. File 28-95-1. [Emergency Repair, Alladin Terrace Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers in Alladin Terrace between Taylor Street and the deadend - \$39,610. (Department of Public Works)

ACTION: RECOMMENDED.

10. File 28-95-2. [Emergency Repair, Broderick Street Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers in Broderick Street between Washington and Jackson Street - \$116,815. (Department of Public Works)

ACTION: RECOMMENDED.

11. File 28-95-3. [Emergency Repair, Natoma Street Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers in Natoma Street between Seventh and Eight Streets - \$118,305. (Department of Public Works)

ACTION: RECOMMENDED.

12. File 170-95-2. [Sewer Revenue Bonds] Resolution declaring the intent of the City and County of San Francisco to reimburse certain expenditures from proceeds of future indebtedness; authorizing the Chief Administrative Officer to develop a plan of finance; and approving and ratifying previous actions. (Chief Administrative Officer)

ACTION: Amendment of the Whole adopted. New title: "Resolution declaring the intent of the City and County of San Francisco to reimburse certain expenditures from proceeds of future indebtedness; authorizing the Chief Administrative Officer to develop a plan of finance."
RECOMMENDED AS AMENDED.

13. File 172-94-47. [Competitive Bidding of Contracts over \$1 million] Hearing to review contracts valued over one million dollars not competitively bid. (Supervisor Alioto)

ACTION: Consideration continued to March 1.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 23, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: January 25, 1995 Budget Committee Meeting

Item 1 - File 100-94-19

Note: This item was continued by the Budget Committee at its meeting of January 18, 1995.

Item: Hearing to consider anticipated supplemental appropriation requests and Mayor's recommendations.

Amount: Pending supplemental appropriations totaling \$10,728,872 have been identified to date, with other expected requests being developed by the Municipal Railway and the Department of Public Health. The Budget Committee has requested that a letter be sent to the Mayor in order to obtain information as to the amount of the current estimated budgetary shortfalls of these two departments.

Source of Funds: General Fund Reserve

Description: 1. The Mayor's Office has provided the following calculation of the current status of General Fund Reserves:

| | |
|-----------------------------|---------------------|
| General Fund Reserve | \$ 5,605,938 |
| Additional Revenue 11/16/94 | 4,400,000 |
| Public Health Reserve * | <u>2,850,000</u> |
| Total | \$12,855,938 |

* The Public Health Reserve is the result of Mental Health expenditure savings during the 1993-94 budget year which have been set aside for the opening of the new Mental Health Facility at San Francisco General Hospital (i.e. the "R" Facility) during the 1994-95 Fiscal Year.

2. The Mayor's Office has also provided the following list of existing and expected supplemental appropriations and their current status:

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|---|------------------------|---------------------------------|---------------|
| District Attorney | \$1,650,000* | \$1,650,000* | Board |
| Sheriff-Operations | 690,000 | 660,000 | Board |
| Sheriff-Jail Overcrowding | 150,000 | 150,000 | Board |
| Muni-Shortfall | To Be Determined (TBD) | TBD | Department |
| Department of Public Health | | | |
| Mental Health - "R" Facility | 2,260,000 | 2,260,000 | Board |
| Substance Abuse | 152,000 | 152,000 | Board |
| Forensics Nurses | 350,000 | 350,000 | Board |
| Medi-Cal Managed Care | 125,000 | 125,000 | Department |
| Nursing MOU | TBD | TBD | Department |
| Center for Special Problems | 220,000** | 220,000** | Mayor |
| CAO Retirement | 55,000 | 55,000 | Mayor |
| Police - Automatic Weapons | 160,000 | 160,000 | Department |
| Police - Overtime | 600,000 | 600,000 | Department |
| Court Security | 570,000 | 400,000 | Mayor |
| Payment in Lieu of Taxes (SFHA) | 1,000,000 | 1,000,000 | Controller |
| Zero Base Budget | 150,000 | TBD | Mayor |
| Human Resources: | | | |
| Workers Compensation | 275,000 | 175,000 | Mayor |
| Employee Relations Division | TBD | TBD | Department |
| Civil Services/Health and Safety | TBD | TBD | Department |
| Joint Powers Board (JPB) | 129,300 | 129,300 | Board |
| Charter Reform | 100,000 | 100,000 | Board |
| Juvenile Probation | 777,487 | TBD | Mayor |
| Public Defender | 529,000 | TBD | Mayor |
| Recreation and Park | 403,000 | TBD | Mayor |
| Real Estate | 299,877 | TBD | Mayor |
| District Attorney-Family Support Bureau | 59,700 | TBD | Mayor |
| Chief Administrative Officer | 23,508 | TBD | Mayor |
| Total | \$10,728,872 | \$8,186,300 | |
| General Fund Remaining Reserves | \$2,127,066 | \$4,669,638 | |

* See Comments Section on District Attorney.

** See Comments Section on Center for Special Problems.

Comments:

District Attorney - \$1,650,000: Of the requested \$1,650,000, \$1,153,111 has been approved and \$496,889 is pending before the Budget Committee (see Item 2, File 101-94-33.1 of this report to the Budget Committee).

Sheriff - \$660,000 and \$150,000: These items for new jail and work furlough operations and for jail overcrowding have been previously approved by the Board of Supervisors.

Mental Health "R" Facility - \$2,260,000: This represents the amount of expenditures that the Department and Mayor's Office have determined will be necessary to fund fixtures, furnishings and equipment for the new Mental Health facility on the SFGH campus to achieve accreditation approval and open the facility during the current fiscal year.

Substance Abuse - \$152,000: Funding added for treatment beds during the 1994-95 budget hearings was insufficient to carry the program through mid January, 1995 as intended by the Budget Committee.

Forensics Nurses - \$350,000: Overspending associated with the ten hour shifts worked by forensics nurses.

Medi-Cal Managed Care - \$125,000: expected current fiscal year City contribution to the Health Authority established for the Managed Care Local Initiative. As previously reported, the total City commitment over three years will be \$1.0 million.

Nursing MOU - To be Determined: As of the writing of this report, the Mayor's Office reports that they have not been provided with a MOU that has been approved by the Nurses. However, the Department of Public Health is now projecting that a provision of the MOU regarding the "1% pick up" of employee retirement contributions by the City will cost approximately \$500,000 in 1994-95.

Center for Special Problems - \$220,000: During the 1994-95 budget hearings, \$400,000 was added to the budget for six months operation of the Center for Special Problems. According to the Mayor's Office, the Center for Special Problems has been operating at a lower cost, with no decrease in offender program services, and this additional \$220,000 is to fund the program as it is currently operating for the remainder of the fiscal year. An additional \$180,000, resulting in a total of \$400,000, would come from MediCal funding.

CAO Retirement - \$55,000: the Mayor's Office has received a supplemental appropriation request in this amount for costs related to the retirement of the Chief Administrative Officer.

Police - Automatic Weapons - \$160,000: 1994-95 expenditures to begin arming Police Officers with automatic weapons.

Police - Overtime - \$600,000: The Police Department's unanticipated overtime expenditures related to the newspaper strike amounted to approximately \$600,000. If savings are not achieved over the remainder of the fiscal year to offset this expense, a supplemental appropriation may be required.

Court Security - \$400,000: This represents the amount of expenditure recommended by the Mayor's Office for Court Security personnel at the Polk and Folsom facility. The funding would also be used to pay anticipated overtime expenses related to several upcoming high profile court cases.

Payment in Lieu of Taxes (SFHA) - \$1,000,000: The 1994-95 budget was balanced with the inclusion of total Payment in Lieu of Taxes (PILOT) revenue in the amount of \$1.6 Million. Of this amount, \$600,000 was designated as the PILOT for the current fiscal year, and \$1.0 million was for prior years. The Controller reports that the SFHA has budgeted the \$600,000 PILOT for 1994-95, but not the \$1.0 million balance for prior years. Also related are current negotiations for payment to the City for additional Police services. The Controller reports that these matters will be brought before the Board of Supervisors in the near future.

Zero Base Budget - \$150,000 (Mayor's Recommendation is "To be determined"): Pending supplemental appropriation for cost of the Budget Analyst to perform a second Zero Base Budget Analysis for the 1995-96 Fiscal Year.

Human Resources: Workers Compensation - \$175,000: Estimated costs for restructuring the Workers Compensation Division when it is transferred from the Employees Retirement System to the Department of Human Resources.

Human Resources: Employee Relations Division - "To Be Determined": The Employee Relations Division (ERD) of the Human Resources Department reports that a total of 29 Memoranda of Understanding must be negotiated between

now and the end of the Fiscal Year. Each of these separate MOU may become the subject of arbitration. Consequently, the ERD anticipates staffing needs and legal assistance for arbitration cases in an amount that has not yet been determined. The Department is now preparing a supplemental appropriation request for submittal to the Mayor's Office.

Human Resources: Civil Services/Health and Safety - \$430,375: Although the amounts are still to be determined, HRD expects to submit a supplemental appropriation request of approximately \$430,375 for underfunded salary costs to pay for existing budgeted positions (estimated at \$200,000), MIS development (\$86,875) and health and safety programs (\$143,500), which include a new Federally mandated drug testing program.

Joint Powers Board (JPB) - \$129,300: As of the writing of this report, this request for payment of San Francisco's share of the startup costs related to the Peninsula Corridor Joint Powers Board is pending before the Board of Supervisors.

Charter Reform - \$100,000: As of the writing of this report, a motion has been recommended by the Budget Committee to the full Board of Supervisors to request a supplemental appropriation for \$100,000 to fund support services for the Select Committee on Charter Reform.

Juvenile Probation - \$777,487: To be used for Capital Improvement Projects and Facilities Maintenance.

Public Defender - \$529,000: To be used for salaries and fringes.

Recreation and Park - \$403,000: To be used for salaries and fringes.

Real Estate - \$299,877: To be used for security for sites with relocated City Hall tenants, excluding the Courts.

District Attorney-Family Support Bureau - \$59,700: To be used as a County match for Equipment.

Chief Administrative Officer - \$23,508: To be used to pay for Association of Bay Area Governments (ABAG) dues.

Item 2 - File 101-94-33.1

Note: This item was continued at the January 18, 1995, Budget Committee Meeting.

Department: District Attorney

Item: Supplemental appropriation ordinance for salaries and fringe benefits; subject of previous budget denial.

Amount: \$496,889

Source of Funds: General Fund-General Reserve

Description: As previously reported to the Budget Committee on November 30, 1994, the District Attorney's Fiscal Year 1994-95 General Fund budget request for Criminal and Civil Prosecution and Administration salaries, was reduced by a total of \$957,750, from \$10,966,463 to \$10,008,713.

At the Budget Committee meeting of November 30, 1994, the District Attorney requested an additional \$1,650,000 including salaries of \$1,377,000, fringe benefits of \$255,000 and training of \$18,000.

Based on the recommendations of the Budget Analyst, the Budget Committee recommended that the District Attorney be granted \$1,153,111 of the \$1,650,000 request, including salaries of \$957,750, fringes of \$177,361 and training funds of \$18,000. Based on the Mayor's budget instructions, this amount fully restored the District Attorney's budget to his 1994-95 budget request. The \$1,153,111 request was subsequently approved by the Board of Supervisors.

The Budget Analyst recommended that the remaining balance of the \$1,650,000 request, or \$496,889 be denied. The Budget Committee, instead, continued the balance of the District Attorney's request of \$496,889, including \$419,250 in salaries and \$77,639 in fringe benefits. Further, the Budget Committee requested that the Budget Analyst verify the savings that the District Attorney would achieve from his Weekend Rebooking Program, since the District Attorney advised the Budget Committee that he would have to eliminate the Weekend Rebooking Program if the Budget Committee accepted the recommendations of the Budget Analyst.

The Budget Analyst has determined the following information regarding the Weekend Rebooking Program:

1. The Weekend Rebooking Program is one component of a three component Expedited Rebooking Program used by the District Attorney's Office to reduce the rebooking time period to one court day (approximately 24 hours) from the statutorily mandated two-court-day, non-expedited system. The other two components of the Expedited Rebooking Program are (1) Narcotic Cases Rebooking, whereby the head of the Narcotics Unit performs rebookings of felony narcotics cases, and (2) Expedited Weekday Rebooking, whereby on each weekday, a Principal Attorney in the District Attorney's Office is detailed to assist in rebooking in order to achieve the rebooking within 24 hours. The purpose of the Expedited Rebooking Program is to reduce the number of County Jail incarcerations.

2. The rebooking activity of the District Attorney's Office results in as many as fifty percent of defendants being held on felony charges being released as a result of the case being discharged (charges are dropped) or the charges being reduced to a misdemeanor, thus permitting the defendant to be cited out by the Sheriff's Office. Rebooking thus results in a reduced number of incarcerations and the Expedited Rebooking Program further reduces the number of incarcerations.

3. According to Ms. Bridget Bane of the District Attorney's Office, between 1987 and 1992 there was a dedicated Expedited Rebooking Program Unit within the District Attorney's Office. However, since 1992, prosecution staff within the District Attorney's Office have been detailed for service in the Expedited Rebooking Program. Ms. Bane has provided the Budget Analyst with staffing data showing that approximately 1.2 FTE positions are dedicated to weekend rebooking and approximately 1.2 FTE positions are dedicated to expedited weekday rebooking, for a total of 2.4 FTE positions, including nonprogram time (training, vacations, sick leave, etc.). Ms. Bane further reports that approximately 0.6 of a FTE position is dedicated to felony narcotics cases in connection with rebooking and that approximately 0.75 FTE positions provide support to the Expedited Rebooking Program. Personnel costs for the attorney and support positions allocated to the Expedited Rebooking Program are as follows:

| <u>Title</u> | <u>Classification</u> | <u>FTE</u> | <u>Salary at Top Step</u> | <u>Total Annual Salary Costs</u> |
|--------------------|-----------------------|-------------|-------------------------------|--------------------------------------|
| Principal Attorney | 8180 | 3.00 | \$98,136 | \$294,408 |
| Legal Secretary II | 1460 | <u>0.75</u> | \$48,363 | <u>36,272</u> |
| | | 3.75 | | \$330,680 |

The total estimated annual cost of the Expedited Rebooking Program, including \$330,680 in salaries and \$60,184 in fringe benefits, is \$390,864.

4. However, whether the District Attorney's Office accomplishes rebooking on an expedited basis within approximately 24 hours or within the statutory limit of two court days, the number of rebooking cases remains the same – the only variable is how quickly the rebooking occurs. Since the number of cases is the same, the only difference in the staffing required to perform rebooking under an expedited or non-expedited process is the relative efficiency of each system. The Budget Analyst estimates that the maximum additional cost of the Expedited Rebooking Program, compared to rebooking on a non-expedited basis, is \$150,000, including the cost of one FTE Principal Attorney position. The District Attorney's Office does not concur with this estimate and states that the additional cost of the Expedited Rebooking Program is \$390,864 as shown above.

5. The District Attorney's Office has performed an analysis of the costs avoided in calendar year 1994 due to Weekend Rebooking Program activities. That analysis shows that approximately \$407,600 in jail overcrowding fines were avoided by such rebooking. The Budget Analyst has reviewed that analysis and concurs with these approximate savings for calendar year 1994.

6. The jail overcrowding fine rate in effect through November 30, 1994, was \$300 per inmate, per day. Effective December 1, 1994, the rate for jail overcrowding was increased to \$2,500 per inmate, per day, and is scheduled to increase to \$5,000 per inmate per day in April of 1995. Sergeant Ridgeway of the Sheriff's Department reports that between October 31, 1994, and January 12, 1995, the City was assessed only one fine of \$300 for jail overcrowding, which occurred in the month of November, 1994. However, Sergeant Ridgeway advised that November and December are typically light months for incarcerations. Sergeant

Ridgeway has provided the Budget Analyst with a list of actions taken by the City to alleviate jail overcrowding (see Attachment).

Comments:

1. Because this request was the subject of previous budgetary denial, approval of this request would require a two-thirds affirmative vote by the Board of Supervisors.
2. As previously stated, the District Attorney's Office original request of \$1,650,000 included salaries of \$1,377,000, \$957,750 of which has already been approved by the Board of Supervisors. The District Attorney's Office has stated that its objective is to have its FY 1994-95 budget increased to the level of the FY 1993-94 revised budget level. The FY 1993-94 revised funding for salaries in the District Attorney's Office was \$11,245,597 (\$11,329,642 less \$84,045 for two positions deleted as a result of the Budget Analyst's Zero Based Budget recommendations). However, the requested amount of \$1,377,000 in salaries would increase the Department's FY 1994-95 funding for salaries to \$11,385,713 (\$10,008,713 approved in the FY 1994-95 Budget plus \$1,377,000 from the Department's requested supplemental). Thus, the Department would be funded \$140,116 for salaries in FY 1994-95 in excess of the amount of its revised FY 1993-94 Budget (\$11,385,713 less \$11,245,597).
3. Therefore, since the District Attorney's Office has advised the Budget Analyst that its objective is to have its FY 1994-95 budget increased to the level of the FY 1993-94 revised budget level, as a minimum, the proposed supplemental appropriation request should be reduced by the amount of \$165,617 (\$140,116 in salaries plus \$25,501 in fringe benefits), or from \$496,889 to \$331,272. The District Attorney's Office concurs with this reduction.
4. As previously noted, the Budget Analyst estimates that the additional costs of the Expedited Rebooking Program are \$150,000, including the costs for one Principal Attorney, in contrast to the District Attorney's Office estimated additional costs of \$390,864.
5. The previous action of the Board of Supervisors, to approve supplemental funding in the amount of \$1,153,111 of the District Attorney's total \$1,650,000 request, including salaries of \$957,750, fringe benefits of \$177,361, and training funds of \$18,000, has already fully restored the District Attorney's budget to his FY 1994-95 budget request which was submitted consistent with the Mayor's budget instructions. Except for the Police and Library Departments,

which received voter mandates by the San Francisco electorate, no other City and County department has received such a full budget restoration as has been recommended by the Budget Analyst for the District Attorney.

Recommendations: 1. Disapprove this request.

2. If the Budget Committee does not concur with the above recommendation of the Budget Analyst, reduce the proposed supplemental appropriation request by \$165,617, or from \$496,889 to \$331,272 in accordance with Comment No. 3 above. The District Attorney's Office concurs with this recommendation.

City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

415 - 554 - 7225

Date: Thursday, January 12, 1995

To: Stan Jones
Budget Analyst's Office
San Francisco Board of Supervisors

From: Sgt. Richard Ridgeway, Financial Services Manager,
Office Of San Francisco Sheriff

Re: Changes That Reduce Jail Population

First of all, I wanted to apologize for not getting this information to you sooner. Our department is in the process of packing and being moved, while I have been trying to gather the information that you requested. Obviously, there has been repeated interruptions.

The programs that are on-going, which have an impact on our reducing jail over crowding are as follows:

- a) Expansion of SWAP: Allowing more participation.
- b) Expansion of County Parole: More inmates eligible.
- c) Accelerated Probation Reports: Reports processed faster, to increase volume.
- d) Continuation of Residential Beds: Inmates removed the jail after being assessed by the Sheriff's Department and County Parole for placement.
- e) Cite out of all non-violent misdemeanor warrants: Individual given a court appearance date, rather than waiting in jail.
- f) District Attorney re-bookings on Weekends and Evenings: releases those individuals from jail, when the District Attorney intends to drop the charges.
- g) Citation Release: After not meeting the department's qualification for cite, the individuals are reviewed by "Super Cite", and if they meet their standards, are cited and released.
- h) OR: Release on their Own Recognizance, after being reviewed by and approved by the judge on duty, the individual is released.
- i) Bail Commissioner
- j) Court Ordered Early Release: where the inmates serve only 70% of their sentence.

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

Item 3 - File 101-94-49

Department: Municipal Court

Item: Ordinance appropriating \$418,502, for professional services to allow the Municipal Court to upgrade computer equipment for Fiscal Year 1994-95.

Amount: \$418,502

Source of Funds: State-Authorized Automation Fund

Description: The proposed ordinance would appropriate a total of \$418,502 to the Municipal Court, including \$378,502 for the purchase of a portion of the software, equipment, installation services, and training needed to upgrade and complete a computer network operated by the Municipal Court for tracking and processing moving traffic violation cases, and \$40,000 for an initial study to develop an overall automation plan for the Trial Courts (Municipal and Superior Courts) together when they move to the new San Francisco courthouse, which is expected to be completed in June of 1997.

Funding for these items is available from the State-Authorized Automation Fund, which is a locally-controlled fund established in 1991 to provide funds for automation of San Francisco's court functions. The City's Automation Fund receives deposits of 2 percent of criminal fines and forfeitures from cases in the City's Courts. The balance of the Automation Fund, as of January 20, 1995, was \$1,375,457. If this appropriation is approved, the remaining balance would be \$956,955. Of the \$418,502, requested in this proposed ordinance, approximately \$60,000 is expected to be reimbursed to the City's Automation Fund directly from State FY 1995-96 budget allocations for Trial Court funding after July 1, 1995 (See Comments below).

Regarding the computer network upgrade, establishment of the moving violations computer system was begun in FY 1992-93 when, under State law, enforcement of parking citations was separated from other traffic violations and moved from the Municipal Court to the Department of Parking and Traffic (DPT). The requested computer upgrade would allow the Municipal Court to separate the moving violations databases from the parking databases, and would finalize the transfer to DPT of the IBM computer system, now used for the City's parking violations enforcement. The proposed computer network upgrade would also allow for

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

access to traffic case information and data by other public agencies including the Police Department, District Attorney, and State Department of Motor Vehicles, and for establishment of automated E-mail and document transfer systems within the Municipal Court.

Regarding the proposed automation study, the study is to evaluate the Trial Courts' (Municipal and Superior Courts) existing case management systems, assess technology needs, determine the feasibility of modifying the existing systems, and prepare an initial automation plan to meet the Trial Courts' needs in the new courthouse. One of the goals of the automation process is to establish a unified case management system for the Trial Courts. A contract in the amount of \$40,000 to conduct this initial study has been awarded to the National Center for State Courts (NCSC), a non-profit agency. According to Mr. Ron Ho of the Municipal Court Computer Systems Division, NCSC is a recognized expert in the areas of court technology and court information systems, and is used by court systems nationwide for this purpose.

The expenditures proposed under this ordinance, including both the computer network upgrade for the Municipal Court, and the overall automation study for the Trial Courts, have been approved by the Electronic Information Processing Steering Committee (EIPSC).

| | | | |
|----------------|---|-----------|---------------|
| Budget: | Computer network upgrade (CINCOM, Inc.) | \$348,850 | |
| | Sales tax @ 8.5% | | <u>29,652</u> |
| | Sub-total | | \$378,502 |
| | Automation study by NCSC (flat fee) | | <u>40,000</u> |
| | Total | | \$418,502 |

Comment: 1. The total cost of hardware, software, installation and training for the moving violation computer system for the Municipal Court is approximately \$1,090,000. This system is being funded with \$358,502 (\$378,502 requested less \$20,000 reimbursement described below) as included in the proposed ordinance, plus \$730,590 directly from the State as part of the San Francisco Trial Court's proposed State budget for FY 1995-96. According to the Controller's Office, the \$730,590 in State funds have been approved by the State Trial Courts Budgeting Commission, and will be available after July 1, 1995. According to Mr. Ron Ho of the Municipal Court, of this \$730,590 in State funds, approximately \$20,000 for software and communications equipment will be used to reimburse the City's Automation Fund that is the source of funds for the proposed subject ordinance. The remaining \$710,590 (\$730,590 less \$20,000) is for the purchase of

computer hardware and other equipment and for hiring programming personnel for the moving violations system which are not part of the proposed subject request. All of these items are detailed in the attached memo from Mr. Ho.

2. The San Francisco Trial Court's proposed State budget for FY 1995-96 also includes \$66,350 for the study of the Trial Courts' automation needs in the new courthouse. This item has also been approved and funding will be available from the State as of July 1, 1995. According to Mr. Ho, of this \$66,350 in State funds, an amount of \$40,000 will be used to reimburse the City's Automation Fund. The remaining \$26,350 (\$66,350 less \$40,000) in State funding approved for the automation study will be available for further study, and for more detailed planning of automation systems for the new courthouse as needed, depending on the results of the initial work by NCSC, according to Mr. Ho.

3. The attached memo from Mr. Ho notes that \$40,000 for the automation needs study and \$20,000 for computer software, for a total of \$60,000, will be reimbursed to the City's Automation Fund from the FY 1995-96 State allocation of funding for Trial Courts. These funds (\$60,000) will therefore be deposited to the Automation Fund and will be available, subject to review and appropriation by the Board of Supervisors, for future automation needs by the Trial Courts after July 1, 1995.

4. According to Mr. Ho, the monies for items that will be reimbursed by the State after July 1, 1995 are being requested from the City's Automation Fund at this time so that the Courts can start the computer upgrade in sufficient time to prepare for the final transfer of the parking violations function to DPT, planned for July 1995, and, in the case of the automation study, so that the study can be carried out in a timely manner in connection with the architectural design and construction plans for the new courthouse, which are currently being developed.

5. In summary, the proposed ordinance would appropriate \$418,502 from the City's State-Authorized Automation Fund to the Municipal Court for a computer network upgrade and an automation study, of which \$60,000 will subsequently be reimbursed by the State to the City's Automation Fund from the Trial Courts' FY 1995-96 Budget after July 1, 1995. The net reduction, after reimbursement, to the City's Automation Fund would be \$358,502 (\$418,502 requested less \$60,000 reimbursed), and the net balance in the City's Automation

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

Fund, including the reimbursement, would be \$1,016,955
(\$1,375,457 starting balance less \$358,502 net spending).

Recommendation: Approve the proposed ordinance.

Municipal Court of San Francisco
Computer Systems Division
850 Bryant Street, Room 101
San Francisco, CA 94103
(415) 553-9749

January 23, 1995

TO: Peg Stevenson, Budget Analyst Office
FROM: Ron Ho
SUBJECT: Clarification of Supplemental Request

Thank you for your considerations and help in bringing this matter to the board. As we discussed the \$40,000 requested for National Center of State Courts study will be reimbursed by the State. The original request from the State was for \$66,350 for a five part study. The request was submitted to the State last year. The Courts and NCSC agreed to a do only Part 1/2 for the initial study. for \$40,000.00

The request for the CINCOM products does not conflict with the State request in its entirety. The State Funding requests cover the following:

CPU/Hardware \$464,000.00

A Midrange CPU with peripherals including Disk Storage arrays, tape backup, line printers, workstations, open systems (UNIX based) support software, applications development software, and network support software to replace the IBM Mainframe. The size and footprint of the CPU would be downsized from the IBM system. This system would provide all of the necessary compute power to adequately support the moving citation processing system. It also has to be able to interconnect to other existing CPUs within the Court system for the purposes of information exchange.

Software \$ 20,000.00

Application Development Software to support the Moving Citation System. This is to include the necessary licenses to run the Operating System (UNIX, OSF compliant), Database (CINCOM SUPRA, ORACLE), application Interfaces (COBOL, C++, 4GL TOOLS), and networking support (DECNET, ETHERNET, TCP/IP).

Maintenance \$ 82,800.00

Annual maintenance. This includes the necessary vendor support for the replacement CPU and software. This are purchased with the units.

Communications \$ 50,000.00

Telephone data lines and communications equipment. This equipment is necessary to support the communications protocol within the Court system. This will include the purchase and maintenance of Telephone Data Lines, Modems, Customer/Data Service Units, communication hubs and backplanes, and servers.

Training \$ 20,000.00

Training and education for staff on the use of replacement CPU operating system, networking protocols, and application development environment.

Employee \$ 93,790.00

One senior programmer/analyst to assist in the conversion, migration and maintenance of the Moving Citation system application. This application tracks and accounts for all of the moving tickets issued within the City and County of San Francisco. There are

currently 1.5 million tickets on the system. The task at hand includes the conversion and migration of both the data and programs that support the moving citation application.

The CINCOM request covers software and includes the following:

SUPRA Server connectivity modules with Client interfaces to include

Supra connect, ORDB, OS/2/Oracle/Decnet gateways,

Supralink, Supra/Oracle TCP/IP, Data Pack, Conversion and Utilities,

Installation and Training \$104,500.00

SUPRA Client Modules to include APPL, Excel, Client Core, Pathworks

Protocol, NCF, Quest/Tool Kit, Oracle Link, SQL Connect, Supra Data Pack

Interface, Installation and Training \$244,350.00

The Software and Communication portion of the State request is for \$70,000. It is estimated that maybe \$20,000 may be reimbursed to the fund. The portion that would be reimbursed include the TCP/IP interfaces, Database Links, and Decnet support.

Item 4 - File 101-94-51

Department: Department of Public Health (DPH)

Item: Ordinance appropriating \$151,058, Department of Public Health, Division of Mental Health, from the General Fund Reserve to pay for medical services contracts for substance abuse programs already provided for the period from January 1, 1995 through January 15, 1995; providing for ratification of action previously taken.

Amount: \$151,058

Source of Funds: General Fund Reserve

Description: The proposed ordinance would appropriate \$151,058 from the General Fund Reserve to the Department of Public Health for payments to contractors for certain substance abuse services already provided during the two-week period January 1-15, 1995. The services funded under this proposed appropriation include outpatient, residential, and homeless substance abuse services, and methadone maintenance services provided by 15 non-profit service providers under contract to DPH. A list of the providers, and the amount budgeted to each service, is shown below.

The services funded under this proposed supplemental appropriation were funded in FY 1993-94 by a Federal grant of \$3,322,167 from the Forfeiture and Asset Seizure Fund. The grant expired on June 30, 1994, and no outside alternative funding source was found for these services.

During the FY 1994-95 budget process, the Mayor recommended and the Board of Supervisors approved \$830,541 in the Department of Public Health's FY 1994-95 budget to fund these services for the three month period July 1, 1994 to September 30, 1994. In addition, the Board of Supervisors, at that time, earmarked \$1,000,000 as part of the General Fund Reserve to fund these services for the 3 1/2 month period from October 1, 1994 to January 15, 1995.

In August of 1994 the DPH requested a supplemental appropriation of the \$1,000,000 previously earmarked from the General Fund Reserve to pay for the services for the 3 1/2 month period October 1, 1994 to January 15, 1995 (File 101-94-20). The Mayor reduced the DPH's request by \$151,058, to \$848,942, and extended the time period for the services for only three months, instead of 3 1/2 months, from October 1, 1994 through December 31, 1994, with the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

exception of Chemical Awareness and Treatment Services (CATS), which was granted full funding to the end of FY 1994-95 for operation of the McMillan drop-in center for homeless substance abusers. The current proposed ordinance would appropriate the remaining \$151,058 from the General Fund Reserve, and allow DPH to pay contractors for services already provided from January 1-15, 1995.

The DPH has not identified an available outside funding source to continue these substance abuse programs, and, as a result, services ceased as of January 15, 1995.

Budget:

The amounts needed for DPH to pay contractors for the services provided during the period January 1, 1995 to January 15, 1995, are as follows;

| <u>Provider/Service</u> | <u>Amount</u> |
|---|---------------|
| 18th Street Services | \$3,061 |
| Walden House | 70,482 |
| Iris Center | 953 |
| Bay Area Addiction Research and Treatment | 18,729 |
| Horizons | 3,061 |
| Baker Places | 3,571 |
| Haight-Ashbury Free Clinic; Outpatient Detox | 12,713 |
| UCSF Program for AIDS Education & Counseling | 6,061 |
| Bayview-Hunters Point Outpatient Methadone Maint. | 10,425 |
| Westside Outpatient Methadone Maintenance | 1,037 |
| Asian-American Recovery Services | 5,101 |
| Bayview-Hunters Point Center for Problem Drinkers | 2,499 |
| Bayview-Hunters Point Youth Program | 4,183 |
| Haight-Ashbury Free Clinic; Facts on Crack | <u>9,182</u> |
| Total | \$151,058 |

Comments:

1. The Federal grant which funded these services in FY 1993-94 totaled \$3,322,167. According to Mr. Jim Curtiss of DPH, the total amount which would have been needed if these services had continued throughout FY 1994-95 is \$3,322,166, consisting of; (a) \$830,541 previously provided in the FY 1994-95 budget, (b) \$848,942 previously approved in a supplemental appropriation (File 101-94-20), (c) \$151,058 under the proposed supplemental appropriation, and, (d) \$1,491,625 estimated as the additional amount needed if services were to have been provided from January 16, 1995 through June 30, 1995. If these services were to resume for the five month period from February 1, 1995 to June 30, 1995, the cost would be approximately \$1,385,000, based on

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

an average monthly cost for these services of approximately \$277,000 (\$3,322,166 divided by 12 months).

2. Attachment I, provided by DPH, shows a breakout of costs per treatment program for; (a) FY 1993-94 totaling \$3,322,167, (b) the 3 month period from July 1, 1994 to September 30, 1994, totaling \$830,541, (c) the 3 month period from October 1, 1994 to December 31, 1994, totaling \$848,942, and (d) the two week period from January 1, 1995 to January 15, 1995, totaling \$151,058.

3. Attachment II, provided by DPH, describes each of the 15 substance abuse treatment services funded under this proposal (the budget amounts and number of units of service listed in Attachment II correspond only to the 3 1/2 month period from October 1, 1994 to January 15, 1995 proposed in the DPH's original supplemental appropriation request for \$1,000,000).

Recommendation: Based on the Board's prior policy decision to earmark and appropriate funds from the General Fund Reserve for these services, approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

GENERAL FUND RESERVE

| FORFEITURE GRANT | 3 MONTHS 7/1/94 TO 9/30/94 | 3 MONTHS 10/1/94 TO 12/31/94 | ADDITIONAL SUPPLEMENTAL APPROX 1/1/95 TO 1/15/95 |
|---|----------------------------------|------------------------------------|--|
| 12 MONTHS FY 1993/94 7/1/93 to 6/30/94 | | | |

PROGRAM

| | | | | |
|---------------|------------------|----------------|-----------------|----------------|
| 18TH STREET | 60,000 | 15,000 | 15,000 | 3,061 |
| WALDEN HOUSE | 1,381,784 | 345,446 | 345,446 | 70,482 |
| IRIS CENTER | 18,692 | 4,673 | 4,673 | 953 |
| BAART | 367,196 | 91,799 | 91,799 | 18,729 |
| HORIZONS | 60,000 | 15,000 | 15,000 | 3,061 |
| BAKER PLACES | 70,000 | 17,500 | 17,500 | 3,571 |
| HAFMC UPIX | 249,230 | 62,308 | 62,308 | 12,713 |
| UCSF PACE | 118,828 | 29,707 | 29,707 | 6,061 |
| BVHP OMM | 204,370 | 51,092 | 51,092 | 10,425 |
| WESTSIDE OMM | 20,322 | 5,081 | 5,081 | 1,037 |
| AARS | 100,000 | 25,000 | 25,000 | 5,101 |
| BVHP CFPD | 49,000 | 12,250 | 12,250 | 2,499 |
| BVHP YOUTH | 82,000 | 20,500 | 20,500 | 4,183 |
| CATS | 360,745 | 90,186 | 108,587 * | 0 |
| HAFMC FACTS | 180,000 | 45,000 | 45,000 | 9,182 |
| TOTALS | 3,322,167 | 830,541 | 848,942* | 151,058 |

* Includes full funding for Chemical Awareness and Treatment Services from 10/1/94 to 6/30/95

BUDGET JUSTIFICATION

This supplemental appropriation would restore some of the substance abuse services lost due to the elimination of the Federal Forfeiture Waiting List Reduction Grant. The Grant for FY 1993-94 of \$3,322,167, funded a variety of substance abuse treatment programs including Methadone Maintenance, outpatient, residential and homeless services.

The Mayor and the Board of Supervisors has placed \$830,541 in the FY 1994-95 Community Substance Abuse Services (CSAS) budget for three months continuation of these programs. In addition, the Board of Supervisors placed \$1,000,000 on reserve to be used for an additional three and one-half months of continued services in the event no other funding could be found. CSAS has diligently pursued all other revenue sources but has not been successful in obtaining alternative funding.

This request for a supplemental appropriation seeks to release these funds from reserve and use the funds to restore services for an additional three and one-half months to the following specific programs:

18th Street Services \$18,061 - 3 1/2 months funding

Restores 481 service units of outpatient treatment to 30 individuals.

This program provides outpatient substance abuse treatment (individual counseling and group therapy) for gay and bisexual men. Information, education and prevention comprise major elements of the program with special emphasis on the substance abuse aspects of the HIV/AIDS epidemic. 18th Street Services also provides housing for AA, NA, Codependency anonymous and Sex and Love Addicts Anonymous meeting. Outreach is conducted to the gay and bisexual community, including indigent population, for safe sex practices and prevention measures. At the core of their program is active support and 12 step programs. Their services are available to gay and bisexual men regardless of ability to pay.

Asian American Recovery Program \$30,101 - 3 1/2 months funding

Restores 460 bed days of residential treatment to 6 individuals.

AARS is a voluntary, long term, residential drug and alcohol treatment program. As a drug-free, long-term program, individuals (both male and female) are provided with a rigorous structure of work and clinical activities. The program consists of individual, group, and family counseling along with educational and vocational activities and development within a supporting multicultural environment. The program philosophy is based on a therapeutic community model utilizing behavioral and problem solving approaches. Its primary goal and objective is to provide support and opportunity for Asian/Pacific Islanders and others to learn to function successfully as responsible substance abuse free individuals.

**Bay Area Addiction, Research and Treatment (BAART)
Geary/Townsend Clinics \$110,529 - 3 1/2 months funding**

Restores 7,471 service units of outpatient treatment including Methadone Maintenance to 108 individuals.

These programs have been developed from the expressed needs of the clients themselves. Historically, methadone programs were tailored to the needs of older male, chronic heroin users, and did little to provide for the increasingly female and younger population admitted to treatment in recent years. BAART programs emphasize individualized treatment, family treatment, women's needs including high risk obstetrical and pediatric care for the passively addicted neonate, vocational and academic training and education, and prevention of AIDS among the clients enrolled in our programs. Beyond the scope of methadone maintenance services, the BAART program has developed and implemented several innovative treatment components, including sedative-hypnotive detoxification, crack/cocaine/stimulant abuse treatment, aftercare services, primary medical care, family counseling, education and interventions to reduce risk behavior among intravenous drug users, and AIDS antibody screening. In addition to Methadone, comprehensive psychological services are offered to clients including crisis intervention, a variety of weekly groups, individual, family, and marriage counseling. A complete medical health assessment is done on every client entering the program, and referrals are made as needed. Goals of the program include: attracting heroin addicts into treatment, Prevention Strategy Code(s).

Baker Places, Inc/Acceptance Place \$21,071 - 3 1/2 months funding

Restores 144 bed days of residential treatment to 4 individuals.

Baker Places is committed to providing a comprehensive residential treatment program for people whose lives are disrupted or impaired because of their substance abuse and attendant problems, including AIDS related and psychiatric complications. A home-like facility is maintained to provide food, shelter, and rehabilitation services in a community-based, peer-group oriented, clean and sober living environment. The principles of social rehabilitation will be applied to support this purpose. Individual and group counseling, education and recreational services, and linkage with health, social, vocational, and other support services will be provided. Systematic supervision and evaluation of services will be used to assure the highest quality of professional care, and the program operations will be managed in a responsible, accountable manner.

Bay View Hunters's Point/Center for Problem Drinkers \$14,749 - 3 1/2 months funding

Restores 364 service units of outpatient treatment to 28 individuals.

This program provides counseling services to individuals who are poly drug users and are unable to cease using alcohol and cocaine without therapy. The program targets individuals who are residents of Bayview Hunter's Point, Visitation Valley, OMI, Potrero Hill and all areas of South of Market Street.

Bayview Hunter's Point/Youth Counseling \$24,683 - 3 1/2 months funding

Restores 358 service units of outpatient treatment to 24 individuals.

This program provides prevention services to youth population of Bayview Hunter's Point, OMI, Visitation Valley, Potrero Hill and Sunnysdale in order to curtail or even eliminate substance abuse. Specific activities include recruitment of 66 youths and young adults from target population to participate in psychological counseling and nutritional assessment. Counseling services are conducted in 1-hour daily sessions, 5 days a week. Parents and guardians also receive 2-hour counseling sessions per month.

Bayview Hunter's Point/Methadone Maintenance \$61,517 - 3 1/2 months funding

Restores 1,654 service units of outpatient treatment including Methadone Maintenance to 30 individuals.

The Bayview Methadone Treatment program provides affordable treatment and prevention services for heroin and polydrug abusing people. The outpatient program involves stabilization with a daily methadone dosage. This allows clients the opportunity to reconstruct a drug free lifestyle. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The Bayview HIV risk reduction program is integrated into the methadone program. The goal is to reduce the risk of HIV transmission, the risk to sexual partners of injection drug users, and the risks of needle sharing practices. The on site health center offers primary care as well as HIV testing, case management and HIV specific health services target the African American and other minority populations for San Francisco's Bayview-Hunter's Point district.

CATS-Chemical Awareness and Treatment Services \$108,587 - 3 1/2 months funding

Restores 8,967 units of drop-in center services to 8,967 individuals.

The contractor received Ryan White funds which will be used to back-fill lost Forfeiture Grant funds. However, the agency lost other State Grant funding which supports the McMillian Center. This request would allow the McMillian Center to continue current level (24-Hour operation) of services through June 30, 1995.

This program targets Homeless men and women and provides a 24-hour drop-in facility with services that include: medical and psycho-social assessments; referrals to appropriate substance abuse and other health and social services (both emergency and non-emergency); stabilization opportunities and social/recreational activities. Voluntary facilitated support groups are available every day.

**Haight Ashbury Free Medical Clinics Outpatient Detox \$75,020 -
3 1/2 months funding**

Restores 1,331 service units of outpatient treatment to 55 individuals.

The program has an established 24-year history of providing the City for substance abusers. This includes full medical and psychiatric outpatient services which provide medical symptomatic detoxification, plus dual diagnosis and HIV disease treatment. Their goals are to reduce or eliminate drug abuse by clients, to increase vocational skills and employment prospects, to expand the Project's treatment capabilities, to increase clients' awareness of HIV disease and their risk-reduction response, and to maintain program use by a clientele representative of the City's ethnically diverse drug using population. Our objectives are (1) to deliver at least 1,331 units of service to substance-abuser clients; (2) to provide employment counseling to at least 15% of employable, unemployed clients; (3) to provide 18 hours of staff training; (4) to carry out HIV risk assessment for at least 95% of new or readmitted clients; (5) to provide 467 hours of skills training relevant to HIV risk reduction; (6) to substantially eliminate illicit Prevention Strategy Code(s) drug use for at least 80% of clients who remain in treatment for more than one week.

**Haight Ashbury Free Medical Clinic- Glide Church Project
\$54,182 - 3 1/2 months funding**

Restores 2,322 service units of outpatient treatment to 130 individuals.

This program's methodology and activities include daily support groups, drug intervention meetings, daily individual counseling, weekly classes in African history, job training, referrals for generation graduation and money management training. The goal is to establish culturally relevant and economically assessable drug treatment services that lead to self-esteem and sobriety for the African American. The services that are provided are daily groups, individual counseling, weekly classes in health, African history and substance education and sanctuary activities.

Horizons Unlimited \$18,061 - 3 1/2 months funding

Restores 632 service units of outpatient treatment to 10 individuals.

Horizons Unlimited through its Juventud substance abuse treatment program provides counseling services (individually and family). The goal

of the program is to reduce substance abuse in the individual with a goal of abstinence. The target population is Hispanic youth and young adults.

IRIS Center \$5,626 - 3 1/2 months funding

Restores 100 service units of outpatient treatment to 8 individuals.

The program provides women/lesbians in San Francisco who have substance abuse problems with counseling services that will reduce their incidence of drug abuse and enable them to lead healthy and productive lives. The program's activities increase in the social, psychological, and behavioral functioning of the IRIS Project clients.

The IRIS Center reaches a diversity of women from different backgrounds and lifestyles, particularly Women of Color and lesbian women. The program provides treatment to these women, especially to women of childbearing age at risk for pregnancy and to lesbians with chemical dependency problems through group counseling services. The program provides group counseling relating to drug and alcohol abuse and addiction, clean and sober lifestyles, self-esteem. The program's objective is that at least 70% of the clients who complete the IRIS Project Program will have stayed clean and sober for at least 30 days before completing the program.

UCSF SFGH Substance Abuse Services PACE Program \$35,768 - 3 1/2 months funding

Restores 962 service units of outpatient treatment including Methadone Maintenance to 20 individuals.

This treatment program specializes in treatment and prevention services for heroin addiction among the HIV infected population. This outpatient program involves stabilization with a daily methadone dosage. This allows

clients the opportunity to reconstruct a drug free lifestyle and to address their HIV related issues. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The HIV risk reduction program is integrated into the methadone program. The goal is to reduce

the risk of HIV transmission, the risk to sexual partners of injection drug users, and the risks of needle sharing practices.

Walden House/Therapeutic Community \$415,928 - 3 1/2 months funding

Restores 5,110 bed days of residential treatment to 50 individuals.

Walden House residential program provides services 24 hours a day, 7 days a week. The program also serves dually diagnosed clients, and clients with HIV disease. The program consists of orientation, therapeutic community involvement, and aftercare. The program serves young adults, adults and have an in-house school and on the job training programs.

Westside-Methadone Treatment Program \$6,117 - 3 1/2 months funding

Restores 684 service units of outpatient treatment including Methadone Maintenance to 12 individuals.

Westside Methadone Treatment program provides affordable treatment and prevention services for heroin and polydrug abusing people. The outpatient program involves stabilization with a daily methadone dosage. This allows clients the opportunity to reconstruct a drug free lifestyle. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The Westside HIV risk reduction program is integrated into the methadone program. The goal is to reduce the risk of HIV transmission, the risk to sexual partners of injection drug users, and

the risks of needle sharing practices. The on site health center offers primary care as well as HIV testing, case management and HIV specific health services target the African American and other minority populations for San Francisco's Western Addition.

Item 5 - File 101-94-52

Department: Department of Public Health (DPH)
Community Mental Health and Substance Abuse Services
Forensic Services Division

Item: Supplemental appropriation ordinance appropriating \$350,000 to allow the Department of Public Health (DPH) to maintain staffing for Jail Health Services for FY 1994-95.

Amount: \$350,000

Source of Funds: General Fund General Reserve

Description: The Forensic Services Division of the Department of Public Health (DPH) is required to provide health services for the San Francisco County Jail system, in accordance with (a) a Federal Consent Decree (Stone vs. the City and County of San Francisco) and (b) State Title 15 regulations..

In October of 1994, the Forensic Services Division reported that it was anticipating a shortfall of approximately \$920,000 in its permanent salaries, fringe benefits and other personnel accounts for FY 1994-95. DPH submitted a supplemental appropriation request in the amount of \$2,759,047, which included \$500,000 to partially offset this shortfall. However, the Mayor reduced the portion of the supplemental appropriation request that was to offset the funding shortfall by \$350,000 to \$150,000, which was approved by the Board of Supervisors, thereby leaving an estimated funding gap of \$770,000 (\$920,000 less \$150,000).

In order to further offset this funding gap, DPH changed its mix of staffing in the jails by replacing some Registered Nurses with Licensed Vocational Nurses, who are paid at a lower wage than Registered Nurses. In addition, DPH eliminated the overlapping ten-hour shifts for nurses in the jails. According to DPH, these two measures combined will save DPH an estimated \$200,000 in FY 1994-95, without jeopardizing the quality of care or the terms of the Consent Decree or Title 15 regulations.

The proposed supplemental appropriation request would appropriate \$350,000 for permanent salaries to partially offset the remaining estimated funding shortfall in DPH's Forensic Services Division of \$570,000 (\$770,000 less \$200,000).

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995

Comments:

1. The following table, based on information provided by DPH, shows a breakdown of the Forensic Services Division's actual and projected expenditures for personal services for FY 1994-95 and the estimated funding surplus or shortfall in each of these accounts.

| <u>Category</u> | <u>Revised FY 1994-95 Budget</u> | <u>Actual Expenditures 7/1/94 to 12/31/94</u> | <u>Projected Expenditures 1/1/95 to 6/30/95</u> | <u>Estimated Funding Surplus (Shortfall)</u> |
|-----------------------------|--|---|---|--|
| Permanent Salaries - Misc. | \$3,263,591 | \$1,165,889 | \$1,424,501 | \$673,201 |
| Permanent Salaries - Nurses | 4,515,891 | 2,166,952 | 2,110,133 | 238,806 |
| Overtime | 65,118 | 65,585 | 97,954 | (98,421) |
| Holiday Pay | 151,288 | 66,903 | 84,385 | 0 |
| Premium Pay | 592,112 | 296,061 | 323,462 | (27,411) |
| Temporary Salaries | 209,205 | 108,516 | 113,395 | (12,706) |
| Temporary Salaries - Nurses | 1,516,206 | 1,037,288 | 1,220,169 | (741,251) |
| Mandatory Fringe Benefits | 1,663,060 | 669,870 | 775,993 | 217,197 |
| Other Fringe Benefits | <u>209,227</u> | <u>116,596</u> | <u>73,269</u> | <u>19,362</u> |
| Total - Personal Services | \$12,185,698 | \$5,693,660 | \$6,223,261* | \$268,777 |

* Projected expenditures of \$6,223,261 for the last six months of FY 1994-95 are greater than the actual expenditures of \$5,693,660 for the first six months of FY 1994-95 because of the addition of 40 positions in the Forensic Services Division in November of 1994, as approved by the Board of Supervisors (Files 101-94-21 and 102-94-4).

2. As reflected in the table above, the Budget Analyst has determined that the Forensic Services Division has a projected surplus of \$268,777 in its personal services accounts for FY 1994-95. Based on the data that has been provided by DPH to the Budget Analyst to date, the proposed supplemental appropriation should be disapproved. However, Mr. Larry Doyle of DPH has requested that this item be continued to the Budget Committee meeting of February 1, 1995, in order to provide the Budget Analyst with additional data.

Recommendation: As requested by Mr. Doyle, continue this item to the Budget Committee meeting of February 1, 1995.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 6 and 7 - Files 101-94-53 and 102-94-8

Department: Department of Public Health (DPH)
Community Mental Health and Substance Abuse Services

Items: **Item 6, File 101-94-53** - Supplemental appropriation ordinance appropriating \$2,256,466 for salaries, fringe benefits, professional and other contractual services, materials and supplies, and equipment to fund start-up costs for the new Mental Health Rehabilitation Facility for FY 1994-95.

Item 7, File 102-94-8 - Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of one position in the Department of Public Health, Community Mental Health and Substance Abuse Services.

Amount: \$2,256,466

Source of Funds: General Fund Public Health Reserve - carried forward from Community Mental Health and Substance Abuse Services' FY 1993-94 budget

Description: In 1987, the San Francisco electorate approved the issuance of General Obligation bonds for the purposes of building a Mental Health Skilled Nursing Facility (Rehabilitation Facility) on the grounds of the San Francisco General Hospital (SFGH) campus. This facility is a three-level psychiatric hospital which consists of a 170-bed adult unit, a 15-bed adolescent unit, family rooms, medication rooms, examination rooms, offices, classrooms, a gymnasium and an outdoor recreational area. The construction of the Skilled Nursing Facility was completed in December of 1994 and the facility is scheduled to open in the spring of 1995. The facility must be fully equipped and operational prior to receiving its operating license.

The Division of Community Mental Health and Substance Abuse Services reduced its institutional care expenses in FY 1993-94 so that sufficient funding could be set aside to fund the one-time start-up costs associated with the Skilled Nursing Facility. The Controller has certified that these funds are available for appropriation from a Public Health Reserve in the amount of \$2,850,000, established for the purposes of funding the start-up costs for the Skilled Nursing Facility.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed supplemental appropriation ordinance (File 101-94-53) would appropriate \$2,256,466 from the previously established \$2,850,000 Public Health Reserve, as follows:

| | |
|---------------------------|----------------|
| Permanent Salaries | \$54,313 |
| Mandatory Fringe Benefits | 12,775 |
| Professional Services | 370,180 |
| Non-Personal Services | 31,680 |
| Materials and Supplies | 1,066,846 |
| Equipment Purchase | <u>720,672</u> |
| Total | \$2,256,466 |

The following are descriptions of each of the foregoing funding requests.

Permanent Salaries **\$54,313**
This amount would: (1) fund \$20,509 for the salary of one new 1819 Management Information Systems (MIS) Specialist III position, at a biweekly salary at Step Two of \$1,953, for 10.5 pay periods; and (2) provide \$33,804 in salary monies for two existing but unfunded 1818 MIS Specialist II positions which were not filled due to required salary savings, at a biweekly salary at Step Two of \$1,610, for 10.5 pay periods. These three MIS positions would be funded for the period from February 7, 1995 through June 30, 1995, subject to Board of Supervisors approval. These positions would provide MIS support for installation, training and other start-up activities related to the Skilled Nursing Facility's computer system and would also provide on-going support and maintenance for the system once the Skilled Nursing Facility becomes operational. DPH has provided job descriptions (see Attachment I), which specifically outline the responsibilities of each of these three MIS positions.

Fringe Benefits **\$12,775**
This amount is equivalent to 23.5 percent of salaries.

Professional Services **\$370,180***
The Board of Supervisors previously approved a sole source contract between DPH and Shared Medical Systems Corporation (SMS) to implement a Management Information System (File 172-94-32) in order to link the District Health Centers, San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), the clinical laboratories, Radiology, Mental Health and other DPH sites. In addition, functions performed by the MIS include patient registration, appointment scheduling, billing, service orders, lab results, patient data, eligibility information and clinical records. SMS's services include the installation and use of SMS

proprietary software, network installation and use, training and education, software upgrades, interfaces with additional locations and other services.

The resolution which approved this contract with SMS authorized a maximum of \$18,212,538 to be paid to SMS through FY 1999-2000. In addition, the contract included an option to expand the MIS to connect the Mental Health Skilled Nursing Facility at an additional cost not to exceed \$3,106,488, for a total cost of \$21,319,026 through FY 1999-2000. The contract with SMS contains fiscal year budget caps for each year from FY 1994-95 through FY 1999-2000, which are based on both system specifications and projected use of the system. These budget caps represent the maximum amount that the DPH will pay SMS for services in each fiscal year. The budget caps for each year of the SMS contract for services related to the Mental Health Skilled Nursing Facility are as follows:

| <u>Fiscal Year</u> | <u>Budget Cap</u> |
|--------------------|-------------------|
| 1994-1995 | \$478,213 |
| 1995-1996 | 557,551 |
| 1996-1997 | 508,492 |
| 1997-1998 | 514,458 |
| 1998-1999 | 520,661 |
| 1999-2000 | <u>527,113</u> |
| Total | \$3,106,488 |

The proposed supplemental appropriation includes \$235,780 for SMS (\$242,433 under the previously agreed upon 1994-95 budget cap of \$478,213) in order to allow DPH to exercise the option to expand the MIS to the Mental Health Skilled Nursing Facility. This request is based on a combination of one-time charges and estimates of on-going volume-based charges for the licensing and usage of SMS proprietary software. The following is a breakdown of this request:

| | |
|---|--------------|
| Psychiatric Management Software Application | \$26,640 |
| Enterprise Access Directory Software Appl. | 9,060 |
| Lifetime Clinical Record Software Appl. | 13,080 |
| ADT (Admission/Discharge) Software Appl. | 130,000 |
| Mental Health Billing System Interface | 52,000 |
| License for Novell File Server | <u>5,000</u> |
| Total - SMS Contract | \$235,780 |

In addition, the supplemental appropriation request includes \$130,000 for an outside consulting contract with Coopers & Lybrand to provide project management and implementation

assistance services for the MIS. The Budget Committee of the Board of Supervisors considered legislation for that previously requested DPH contract with Coopers & Lybrand on December 14, 1994 (File 172-94-45). Coopers & Lybrand's services would have included adapting the SMS software to meet specific needs of DPH's business operations and training DPH staff on how to use the new system. The maximum cost of that contract was \$6,668,025 over a 2 1/2 - year term, including an option to expend up to \$219,176 to utilize Coopers & Lybrand's services at the Mental Health Skilled Nursing Facility. Under the request as contained in this report, Coopers & Lybrand's hourly rate is \$130 for approximately 1,000 hours, for a total request of \$130,000 (See Comment No. 3).

* The Budget Analyst notes that the total amount for professional services is actually \$365,780 (\$235,780 for SMS plus \$130,000 for Coopers & Lybrand), or \$4,400 less than the \$370,180 that has been requested in the proposed supplemental appropriation ordinance (See Comment No. 2).

Non-Personal Services **\$31,680**

This request would provide funds to lease a copier for a 48-month period, at a rental cost of \$660 per month.

Materials and Supplies **\$1,066,846**

This request would provide funding for beds, tables, chairs, sofas, office furniture, janitorial supplies, appliances, kitchen supplies, medical equipment, linens and recreational supplies, which are needed prior to opening the Skilled Nursing Facility. These materials and supplies are being acquired in collaboration with the Purchasing Department. According to Ms. Phyllis Harding of DPH, DPH and Purchasing used various methods, including (a) competitive bids and (b) term purchase agreements with contractors that grant discounts to the City, in order to ensure that a competitive price was obtained for each of these items. The Budget Analyst has examined DPH's materials and supplies budget and believes that this request is reasonable.

Equipment Purchase **\$720,672**

This request would fund various equipment needed to furnish the Skilled Nursing Facility, including computer hardware. Ms. Monique Zmuda of DPH's Business Office advises that the purchase of this computer equipment was approved by EIPSC as part of the overall Management Information System. Ms. Harding advises that this equipment is also being acquired in collaboration with the Purchasing Department, which used the previously cited methods to

ensure that competitive prices were obtained for each of these items. Attachment II shows a breakdown of the requested equipment.

Total Supplemental Appropriation Request \$2,256,466

In addition, the proposed ordinance would amend the 1994-95 Annual Salary Ordinance to reflect the addition of one 1819 MIS Specialist III position, as follows (as previously noted, the other two MIS positions were authorized in the budget but were not funded because of required salary savings):

| <u>Classification/Title</u> | <u>No. of Positions</u> | <u>Biweekly Salary</u> | <u>Annual Salary @ Top Step</u> |
|-----------------------------|-------------------------|------------------------|---------------------------------|
| 1819 MIS Specialist III | 1 | \$1,899/\$2,309 | \$60,265 |

Comments:

1. As previously noted, this supplemental appropriation request is limited to start-up costs so that the facility can be licensed. DPH advises that it has issued a Request for Proposals (RFP) to complete a financial analysis of the costs associated with operating the facility. DPH further advises that funding for such operating costs will be requested in a future supplemental appropriation request.

2. As noted under Professional Services above, the total amount for professional services is actually \$365,780 or \$4,400 less than the \$370,180 request as it appears in the proposed supplemental appropriation ordinance. As such, the proposed supplemental appropriation should be reduced by \$4,400.

3. Also, as noted under Professional Services above, legislation was considered by the Budget Committee at its meeting of December 14, 1994 for a DPH request to award a sole source contract to Coopers & Lybrand for project management and implementation assistance for the DPH Management Information System. The maximum cost of that contract was to be \$6,448,849 over a 2 1/2 - year term, plus an option to expend up to an additional \$219,176, for a total of up to \$6,668,025, to utilize Coopers & Lybrand's services at the Mental Health Skilled Nursing Facility. According to Ms. Zmuda, that contract is currently being renegotiated and its terms are subject to change. However, the previous legislation to approve the Coopers & Lybrand contract was tabled by the Budget Committee at its meeting of December 14, 1994. Based on that policy decision by the Budget Committee, we recommend that this \$130,000 be

placed on reserve, pending the renegotiation of the Coopers & Lybrand contract and its approval by the Board of Supervisors.

- Recommendations:**
1. Reduce the supplemental appropriation request by \$4,400, from \$2,256,466 to \$2,252,066, based on the \$4,400 difference between the \$370,180 amount requested and the actual total of \$365,780 for professional services, as noted in Comment No. 2 above (File 101-94-53).
 2. Based on the Budget Committee's previous policy decision to table legislation to approve the Coopers & Lybrand contract, reserve \$130,000, pending the renegotiation of that contract and its approval by the Board of Supervisors (File 101-94-53).
 3. Approve the proposed supplemental appropriation ordinance, as amended (File 101-94-53).
 4. Approve the proposed ordinance to amend the 1994-95 Annual Salary Ordinance (File 102-94-8).

Psychiatric Facility

1. 1819 MIS Specialist-Project Manager (Integration)

Overall responsibility for functional operation of Psychiatric facility Information system. This person is directly responsible for the implementation of selected subsystems. These subsystems currently consist of the following SMS Healthcare software;

- SIGNATURE (ambulatory care) & INVISION (Inpatient)
- Enterprise Access Directory
- Patient Registration
- Scheduling
- Lifetime Clinical Record (integrated Medical Chart)

This position will also be responsible for current vendor applications, such as the INSYST application. These other applications must be implemented and maintained into the design of this facility as part of an overall transition strategy.

This position is required to promote, maintain and resolve programmatic issues. These may include clinical service issues as well as planning for interfaces to other computer systems.

2. 1818 MIS Specialist-Application Manager (application support and training)

Responsible for the support and management of installed applications. These applications include, and are not limited to the following SMS Healthcare software;

- Enterprise Access Directory
- Patient Registration
- Scheduling
- Lifetime Clinical Record

This position will also be responsible for system and user support. This type of liaison is required to insure users are not only trained, but receive timely response to support issues and questions.

3. 1818 MIS Specialist-Hardware and Network mgr. (Hardware and Network support)

Responsible for all hardware installations and network support. The current estimate, is a minimum of Fifty devices in a local area network. Remote interfaces are required. This will necessitate local and remote hardware maintenance at multiple locations.

Equipment Detail

| | A | B | C | D |
|----|--|--------------|---------------|-----------|
| 1 | Item | No. of Units | Cost per Unit | Total |
| 2 | | | | |
| 3 | Platform bed w/ mattress | 175 | \$1,326 | \$232,050 |
| 4 | Manual bed w/ mattress | 14 | 1,976 | 27,664 |
| 5 | Treatment cart | 1 | 1,090 | 1,090 |
| 6 | Audio/visual cabinets | 2 | 2,267 | 4,534 |
| 7 | Monitor defibrillator | 1 | 6,669 | 6,669 |
| 8 | Fascimile machine | 6 | 1,512 | 9,072 |
| 9 | Paper shredder | 2 | 1,922 | 3,844 |
| 10 | Two-way radio equipment | 2 | 2,097 | 4,194 |
| 11 | Volleyball poles (set) | 1 | 1,411 | 1,411 |
| 12 | Restored piano | 1 | 1,747 | 1,747 |
| 13 | Medication cart | 6 | 3,494 | 20,964 |
| 14 | Medication cart | 1 | 2,330 | 2,330 |
| 15 | Gurney hydraulic | 4 | 4,129 | 16,516 |
| 16 | Automatic scrubber 34" | 1 | 8,932 | 8,932 |
| 17 | Automatic scrubber 20" | 1 | 3,844 | 3,844 |
| 18 | Extractor | 1 | 2,097 | 2,097 |
| 19 | Steam cleaner | 2 | 2,097 | 4,194 |
| 20 | Data card system | 1 | 12,815 | 12,815 |
| 21 | Bulk food cart | 1 | 69,900 | 69,900 |
| 22 | Trash compactor | 1 | 20,475 | 20,475 |
| 23 | Ice machine | 1 | 51,930 | 51,930 |
| 24 | Chart rack | 2 | 2,200 | 4,400 |
| 25 | Chart rack | 1 | 1,500 | 1,500 |
| 26 | Chart rack | 8 | 1,750 | 14,000 |
| 27 | Novell file server | 2 | 5,000 | 10,000 |
| 28 | Ports (16 port) | 7 | 2,000 | 14,000 |
| 29 | Laser printer | 10 | 1,200 | 12,000 |
| 30 | Impact printers | 1 | 1,200 | 1,200 |
| 31 | PC System (incl. SW, lic, modem, etc.) | 10 | 12,030 | 120,300 |
| 32 | Router (incl. cable/connector) | 2 | 18,500 | 37,000 |
| 33 | | | | |
| 34 | Total | | | \$720,672 |

Item 8 - File 270-93-6.1

Department: Mayor's Office of Emergency Services (OES)

Item: Resolution approving an expenditure of \$4,860 from the Mayor's Earthquake Emergency Relief Fund for the services of a technical writer consultant to modernize and revise the City and County of San Francisco Emergency Operations Plan.

Amount: \$4,860

Source of Funds: Mayor's Earthquake Emergency Relief Fund

Description: The Mayor's Earthquake Emergency Relief Fund is a special fund which was established for the deposit of donations to be used for the purpose of providing relief from the October, 1989 earthquake. The Mayor's OES advises that, as of January 20, 1995, the balance in this Fund was \$353,389.

The Board of Supervisors previously approved an expenditure of \$39,815 for the Mayor's OES from the Mayor's Earthquake Emergency Relief Fund for consulting services with Laurie R. Friedman and Associates, a certified WBE firm, related to the modernization and revision of the City's Emergency Operations Plan (File 270-93-3.1).

The Mayor's OES reports that Laurie R. Friedman and Associates was retained as the outside consulting firm to work in conjunction with the Emergency Operations Plan Task Force (EOPTF) in order to revise and modernize the City's Emergency Operations Plan. The EOPTF consists of 30 members who include Deputy Directors and Senior Planners from applicable City departments and other agencies (e. g, the Fire Department, Police and Sheriff's Departments, Department of Public Health, Mayor's Office, Department of Electricity and Telecommunications and Pacific Gas & Electric).

The OES advises that a third draft of the Emergency Operations Plan was distributed by Laurie R. Friedman and Associates to the members of the EOPTF on December 21, 1994 for final review and comments. As a result of the third draft, the EOPTF requested that Laurie R. Friedman and Associates perform the following additional tasks:

BOARD OF SUPERVISORS
BUDGET ANALYST

Task 1 - Third Draft Revisions

a. Meet with OES to review comments and revisions. Incorporate revisions in the Emergency Operations Plan (EOP), as appropriate.

b. Select mapping format and assist OES staff and the mapping service to produce one or more maps for the EOP.

c. Finalize the EOP and prepare format and tabbing instructions for the printer. Monitor the printing process and inspect proofs prior to final printing.

Task 2 - Plan Promulgation Process

a. Prepare a written analysis of the new EOP for presentation to the Mayor's Office, the Board of Supervisors, City department heads and other applicable groups. The presentation will include view graphs and handout materials.

b. Assist OES to manage the plan promulgation process including preparation of schedules and meeting confirmation correspondence.

c. Assist OES in the preparation of various correspondence including a letter to City Departments explaining the new EOP.

d. Conduct, with the assistance of OES, introduction presentations on the EOP to the following individuals and groups:

- Mayor
- City department heads at a regularly scheduled Mayor's weekly meeting
- Board of Supervisors
- Disaster Council
- Applicable Commissions
- e. Assist OES in the distribution of the final copies of the EOP to City Departments and send courtesy copies to neighboring counties. Coordinate and manage the numbering and documentation of controlled copies.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

Mr. Carl Hedleston of the OES reports that this additional work to be done by Laurie R. Friedman and Associates would result in \$4,860 in additional costs. As such, the OES is proposing to modify the contract with Laurie R. Friedman and Associates to increase the number of contract hours by 90 hours from 724 hours to 814 hours and to increase the amount of the contract by \$4,860 from \$39,815 to \$44,675. Attachment I outlines the hours and hourly rates by task for the additional 90 hours of contract services to be provided by Laurie R. Friedman and Associates. The current \$39,815 contract consists of 724 hours at an average hourly rate of \$55.

Comment: Attachment II, provided by the Mayor's OES, outlines the specific tasks that Laurie R. Friedman and Associates has accomplished to date.

Recommendation: Approve the proposed resolution.

COST

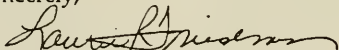
The cost to complete the scope of work is \$4,860.00. A proposed budget is shown below.

| TASK | HOURS | COST |
|---------------------------------|----------|----------------|
| Task 1 a, b, c | 30 hours | \$1,950 |
| Task 2 a, b, c | 15 hours | 975 |
| Task 2 d | 12 hours | 780 |
| Subtotal Consultant Cost | | \$3,705 |
| Word Processing Task 1 | 25 hours | \$ 875 |
| Word Processing Task 2 | 8 hours | 280 |
| Subtotal Word Processing | | \$1,155 |
| TOTAL COST | | \$4,860 |

The scheduled completion date depends, in part, on the ability to schedule meetings to introduce the new EOP. It is estimated that plan finalization, distribution and promulgation can be complete by March 31, 1995.

Thank you for your attention to this request. Please let me know if you require additional information.

Sincerely,



Laurie R. Friedman Consulting

Sheet1

[illegible]

Item 9 - File 28-95-1

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of the Department of Public Works to take measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers on Alladin Terrace between Taylor Street and the dead end

Amount: \$39,610

Source of Funds: Sewer Repair and Replacement Fund (funded from Sewer Service Charges)

Description: The DPW advises that the sewer on Alladin Terrace alley between the entrance to the alley at Taylor Street and the deadend of the Alladin Terrace alley has broken sewer pipes at both ends which may cause the sewer to back-up because it is impossible to clean. In addition, there are two other areas of the sewer that have broken pipes, requiring ongoing repair work to maintain the road. According to the DPW, immediate replacement of 174 linear feet of sewer pipes with 12-inch diameter sewer pipes is required to prevent further damage.

In accordance with provisions of Section 6.30 of the Administrative Code, the DPW initiated an expedited contracting procedure to repair the sewer on Alladin Terrace alley between the entrance to the Alladin Terrace alley at Taylor Street and the deadend of Alladin Terrace alley. The DPW selected the lowest of five bidders, P&M Pipelines, for the amount of \$39,610. P&M Pipelines is a LBE firm, and is not an MBE/WBE firm.

The DPW advises that the emergency repair work on Alladin Terrace is scheduled to begin on February 13, 1995 and is estimated to be completed on March 15, 1995.

Comment: Mr. P T Law of DPW advises that the delay in beginning the emergency repair work is because the DPW is awaiting the completion of the necessary repair work of the Water Department and Pacific Bell.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 10 - File 28-95-2

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of the Department of Public Works to take measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers on Broderick Street between Washington and Jackson Street.

Amount: \$116,815

Source of Funds: Sewer Repair and Replacement Fund (funded from Service Sewer Charges)

Description: On October 14, 1994, a section of sewer on Broderick Street between Washington and Jackson Streets collapsed. According to the DPW, immediate replacement of 351 linear feet of sewer pipe with 12-inch diameter sewer pipe was required to prevent further damage.

In accordance with provisions of Section 6.30 of the Administrative Code, the DPW initiated an expedited contracting procedure to repair the sewer on Broderick Street between Washington and Jackson Streets, and selected the lowest of seven bidders, the joint venture of D'Arcy and Harty Construction Company and San Luis Construction, for the amount of \$116,815. D'Arcy and Harty Construction Company is an LBE firm. San Luis Construction is an MBE firm.

The DPW advises that the emergency repair work on Broderick Street commenced on November 16, 1994 and was completed on December 15, 1994.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 - File 28-95-3

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of the Department of Public Works to take measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers on Natoma Street between Seventh and Eighth Streets.

Amount: \$118,305

Source of Funds: Sewer Repair and Replacement Fund (funded from Service Sewer Charges)

Description: Sections of sewer on Natoma Street between Seventh and Eighth Streets are structurally inadequate and are in danger of collapse due to cracks in the sewer pipes. According to the DPW, in order to prevent collapse, immediate replacement of 218 linear feet of sewer pipe is required.

In accordance with provisions of Section 6.30 of the Administrative Code, the DPW initiated an expedited contracting procedure to repair the sewer on Natoma Street. The DPW selected the only bidder, Shaw Pipelines, Inc., for the amount of \$118,305. Shaw Pipelines is a LBE firm, and is not an MBE/WBE firm.

DPW advises that construction began on December 12, 1994 and is estimated to be completed on January 31, 1995.

Comment: Mr. P T Law of DPW advises that of the four contractors which were contacted to perform the repair work, only Shaw Pipelines, the selected contractor, chose to submit a formal bid.

Recommendation: Approve the proposed resolution.

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

Item 12 - File 170-95-2

Department: Chief Administrative Officer (CAO)

Item: Resolution declaring the intent of the City and County of San Francisco to reimburse certain expenditures from proceeds of future indebtedness, authorizing the Chief Administrative Officer to develop a bond financing plan for a municipal sewage treatment and disposal system project.

Description: An Amendment of the Whole to the proposed resolution will be introduced at the Budget Committee meeting on January 25, 1995. This report reflects the Amendment of the Whole.

On November 8, 1994, the San Francisco electorate approved a General Obligation bond measure of \$146,075,000 to provide funds for acquiring, constructing, improving and financing additions and improvements to the existing municipal sewage treatment and disposal system. The CAO anticipates that bonds in a maximum aggregate principal amount of \$146,075,000 will be issued.

The CAO advises that Section 1.150-2 of the Treasury Regulations under the Internal Revenue Code of 1986 requires that the City declare its official intent to reimburse itself for any expenditures that are to be financed by the proceeds of bonds, when such expenditures are incurred before the bonds have been sold. The proposed resolution would declare such intent by the City. Additionally, the proposed resolution would authorize the CAO to develop a financing plan relating to the issuance and sale of the bonds and the financing of the municipal sewage treatment and disposal system project. Such authorization would include the CAO taking any necessary actions in connection with the implementation of the financing plan including, but not limited to, selecting and retaining one or more underwriters, a consulting engineer, a financial consultant, a trustee and additional financing team participants.

According to Ms. Laura Wagner-Lockwood of the CAO, the CAO, in conjunction with the Department of Public Works (DPW), is only in the preliminary stages of developing a financing plan for the issuance and sale of the bonds and the financing of the municipal sewage treatment and disposal system project. As such, Ms. Wagner-Lockwood advises that the CAO does not know, at this time, the type or the estimated level of expenditures that may be incurred in connection with the development of the financing plan. However, it should be noted that all requests for the issuance

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Budget Committee Meeting

and sale of the subject bonds as well as all future appropriations of these bond fund monies will be subject to separate approval by the Board of Supervisors.

The proposed resolution does not bind the City to make any expenditure, incur any indebtedness or proceed with the proposed project with respect to the bond funds.

Recommendation: Approve the proposed resolution.

Item 13 - File 172-94-47

Item: Hearing to review contracts valued over \$1 million dollars that were not competitively bid.

Description: On November 30, 1994 the Clerk of the Board wrote to all City Department heads at the direction of the Board of Supervisors to request from each Department a report relating to contracts with a value over \$1 million that were not competitively bid. The following information regarding each such contract was requested:

1. Date of the contract
2. Amount of the contract
3. The purpose of the contract
4. The rationale for not submitting the contract for competitive bid.

As of the writing of this report, a total of 38 Departments had responded. Of these 38 Departments, 11 Departments reported a total of 36 contracts, in excess of \$1 million each, which had not been competitively bid. The information provided from these 11 Departments is summarized in the attached tables. The Department of Public Health (DPH), which has the largest number of relevant contracts, reports that 20 contracts in excess of \$1 million were not competitively bid as shown in Attachment 1, which was submitted by the DPH. Data from the remaining ten Departments having non-competitively bid contracts in excess of \$1 million is shown in Attachment 2.

Comments: 1. The Purchasing Department prepared a list of purchase orders, term purchase agreements and contract orders and contract modifications of over \$1 million issued since July, 1990 (See Attachment 3). Mr. Marc Rosaaen of the Purchasing Department advises that the Purchasing Department has no input into the contractor selection process for professional services contracts, which are handled directly by the departments.

The list prepared by the Purchasing Department includes all professional services contracts of over \$1 million (with the exception of those contracts that were known to the Purchaser to have been competitively bid), but does not indicate whether or not the listed contracts were

competitively bid since complete results are not available at the Purchasing Department. Mr. Rosaaen advises that inconsistencies between the Purchaser's list and information provided by the departments may, in many cases, be due to departmental records of a competitive bid process that were not available to the Purchasing Department.

2. Among reporting departments, there were varying interpretations of the meaning of "non-competitively bid." The DPH listed some contracts that were originally bid, but have been renewed annually without subsequent competitive bidding. However, the Department of Social Services (DSS) assumed that, if a contract was originally bid and would, according to normal DSS practice be re-bid approximately every four years, the contract would not fall under the definition of "non-competitively bid." The Redevelopment Agency stated that all contracts were either competitively bid or "competitively negotiated." The Department of Electricity and Telecommunications noted that it has various term payment agreements with Pacific Bell to provide local telephone and centrex services, but states that these services are in the regulated telephone monopoly and were not subject to competitive bid as no other supplier could legally provide the services. The Recreation and Park Department listed in its response the City's leases with the San Francisco Giants and the 49ers. (These leases are not shown in Attachment 2, because they do not constitute contracts for goods or services.)

4. The following departments and Commissions had not responded to the information request as of the writing of this report: Commission on the Aging, Asian Art Museum, Assessor, Chief Administrative Officer (although various CAO departments had responded), Chief Medical Examiner, Citizen's Assistance Center, City College, Civil Service Commission, Convention Facilities, Cultural Affairs, District Attorney, Film and Video Arts Commission, Fire Arts Museum, Health Service System, Human Rights Commission, Juvenile Probation, Board of Permit Appeals, Public Utilities Commission, Real Estate, Recorder, Unified School District and the Water Department.

5. City Attorney Julia Ten Eyck advises that Charter Section 7.103 states that, "All contracts for the purchase of materials, supplies and equipment involving expenditure of fifty thousand dollars (\$50,000) or more shall be made after inviting sealed bids by publication."

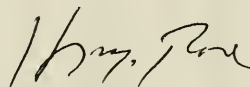
BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
January 25, 1995 Meeting of Budget Committee

Ms. Ten Eyck further advises that Section 21.6 of the Administrative Code adds a statutory requirement that non-professional contractual services (such as janitorial and security services) involving expenditures of \$50,000 or more must be competitively bid.

However, Ms. Ten Eyck reports, that Section 21.18 of the Administrative Code states that procurement of (a) articles or services for which there is only one known source of supply (Section 21.18(c)) and (b) professional or special services (Section 21.18(e)) "shall be made in accordance with written rules and regulations established by the Purchaser and approved by the Chief Administrative Officer and the Controller."

6. Mr. Rosaaen advises that the Purchaser has established rules governing personal service contracts, which are contained in Chapter 900 of the Purchaser's Guide to Ordering Goods and Services. Page 9-14 of that document states, the requesting department is primarily responsible for conducting the contractor selection process...A formal, documented competitive process among several potential contractors is the preferred method for City to purchase professional services. If a competitive solicitation is not made, the reasons for the sole source procurement should be documented and retained in the contract file.


Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

52

-OCMC:M\S\SNO11.5T.X15

DPH Contracts Greater than \$1 Million and Not Competitively Bid

53

| Name of Contractor | Beginning Date | Ending Date | Amount/Service | Sole Source (SS) / Notice of Intent (NOI) | Rationale for Not Submitting the Services for a Competitive Bid |
|--|--------------------|--------------------|--|---|--|
| Haight Ashbury Free Clinics, Inc. (HAFCL) | 7/1/94 | 6/30/95 | \$1,699,070 Jail psychiatric services | NOI | Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements. |
| Main County | 5/1/94 | 4/30/95 | \$1,575,954 Primary medical care, case management and other health services to people with AIDS | SS | Funder mandate; pass-through of CARE funds Specialized services utilizing locally-based pharmacies to dispense drugs under the State-funded AIDS Drug Assistance Program (ADAP) and requiring centralized reporting of fiscal & utilization data; funder mandated community-based, non-profit provider. |
| Professional Management Development Corp. (PMDC) | 5/1/94 | 4/30/95 | \$2,895,723 AIDS drug assistance program | SS | Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements. |
| Progress Foundation | 7/1/94 | 6/30/95 | \$3,749,603 Adult acute and geriatric mental health services | NOI | Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements. |
| Ramsell Richmond Area Medical Services (RAMS) | 7/1/94 2/1/95 | 6/30/95 1/31/96 | \$1,330,444 Adult acute mental health services \$1,182,480 Psychiatric partial hospitalization services | NOI SS | Specialized services targeting Asian Americans |
| San Mateo County | 5/1/94 | 4/30/95 | \$2,392,815 Primary medical care, case management and other health services to people with AIDS | SS | Funder mandate; pass-through of CARE funds State mandate on Medi-Cal reporting and managed care requirements; new systems being built onto current systems in place at SFGH. |
| Shared Medical Systems (SMS) University of California at San Francisco (UCSF) | 9/20/94 1/30/94 | 6/30/99 1/31/95 | \$21,319,026 New data processing systems building on current system for Medi-Cal managed care \$1,874,617 Tuberculosis control and education services | SS SS | Funder mandate |
| University of California at San Francisco - Department of Psychiatry | 7/1/94 | 6/30/95 | \$1,385,919 Psychiatric consultations at SFGH and for community-based providers | NOI | Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements. |
| Westside Community Mental Health Cc | 7/1/94 | 6/30/95 | \$2,028,027 Adult acute men with services | NOI | Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH |

Summary of Information on Non-Competitively Bid Contracts of Over \$1 Million

| Department | Name of Contractor | Contract Period | Contract Amount | Service Provided | Reason for No Competitive Bid |
|----------------------------------|--|--------------------|-----------------|--|---|
| Public Transportation | Bechtel National Inc. | 6/11/85 and 3/5/93 | \$34,521,770 | Design and construction management/support for MUNI Metro Turnback Project. | Bechtel can meet \$40 million professional liability policy, and is the most experienced tunneling and underground construction company. Federal Transit Administration approved sole source selection. |
| | Bay Area Rapid Transit District (BART) | 1991 to 1994 | \$17,352,215 | Reimbursement for MUNI fast pass users on BART. | BART is the only entity that can provide this service. |
| | Peninsula Corridor/Joint Powers | 1993 | \$3,115,689 | City's share of Caltrain. | Caltrain and the Joint Powers Board are the only entities that can provide this service. |
| Public Works | Sunset Scavenger Company | 7/1/94 to 6/30/95 | \$5,000,000 | Hauling and disposal of sludge from City sewage treatment plants. | No reason given. Department states that they are in process of bidding for FY 1995-96. |
| | Parsons De Leuw, Inc. | 5/13/94 | \$1,431,666 | Engineering support services: New headworks & Influent Control Structure Contract 3 | Contract based on Master Agreement that was competitively bid. |
| | Parsons De Leuw, Inc. | 9/1/93 | \$1,973,065 | Engineering support services: Islais Creek Transport/Storage Facilities Contract E. | Contract based on Master Agreement that was competitively bid. |
| | Parsons De Leuw, Inc. | 12/3/93 | \$2,091,951 | Engineering support services: Rankin Pump Station & Southeast Water Pollution Control Plant improvements Contract 4. | Contract based on Master Agreement that was competitively bid. |
| Electricity & Telecommunications | Motorola | 2/5/92 | \$2,100,000 | Provision of 800 MHz radio system for Department of Public Works. | Existing 800 MHz equipment would not be compatible with system other than Motorola's. |
| | Motorola | 11/1/93 | \$1,340,000 | Provision of trunk supervisory control and data acquisitions system for fire fighting. | Existing 800 MHz equipment would not be compatible with system other than Motorola's. |

Summary of Information on Non-Competitively Bid Contracts of Over \$1 Million

| Department | Name of Contractor | Contract Period | Contract Amount | Service Provided | Reason for No Competitive Bid |
|---|-------------------------------------|--|--|---|---|
| Controller | IBM | 6/28/93 to 6/27/98 | \$3,275,991 | Upgrade to IBM Mainframe Computer. | Compatibility with existing IBM Mainframe computer. |
| Sheriff | Alameda County | 7/1/94 | \$2,250,000 | Jail space to alleviate jail overcrowding in S.F. County jails. | Alameda County was the only jurisdiction that could provide the space needed to reduce jail overcrowding. |
| S.F. Housing Authority | S.F. Police Department | 10/1/94 to 9/30/95 | \$1,868,865 | Supplemental police services on Housing Authority properties. | S.F. Police Department is the only provider of these services. |
| Recreation and Park | Sony Corporation | 3/19/87 to 3/31/01 | Net advertising revenues approximately \$1,400,000. | Provision of new Candestick Park scoreboard and signage. | New equipment needed to be compatible with existing Sony equipment. |
| War Memorial and Performing Arts Center | Restaura, a division of Dial Corp. | 12/1/90 to 8/31/95 | Contractor is concessionaire. Annual net revenue averages \$1,340,435. | Food and beverage concession services in the War Memorial and Performing Arts Center facilities (Opera House, Davies Symphony Hall and Herbst Theatre). | Current agreement was result of re-negotiation of 1980 agreement and 1986 amendment to agreement. War Memorial plans to conduct competitive bid after current contract expires. |
| Board of Supervisors | The Budget Analyst, a Joint Venture | 1/1/91, with 4 two-year renewal options. | \$1,285,708 allocated to five contractors including 3 MBEs, 1 WBE. | Review of annual budget proposals, and all financial matters coming before Board committees, & management audits. | Contract received Prop. J approval on basis of contractor's ability to provide services at lower cost than City. Renewals based on satisfactory service. |
| Parking and Traffic | M.L. Stern | 12/8/92 to 12/7/97 | \$1,026,496 | Lease/purchase of 16,000 P.O.M. high security meter vaults. | Vaults should be same brand as meters; major competitor not compatible; avoid loss of revenue (vandalism) that could result from delay. |

NOTE: Attachment 1 provides Department of Public Health contracts.

City and County of San Francisco



December 1, 1994

RECEIVED
Purchasing Department
BOARD OF SUPERVISORS
SAN FRANCISCO

94 DEC -2 PM 4:53

BY af

To : Supervisor Angela Alioto

Through: Rudolf Nothenberg *R. Nothenberg*
Chief Administrative Officer

From : M. H. Geistlinger *M. H. Geistlinger*
Director of Purchasing

Subject: Contracts over \$1 Million and Competitive Bidding

I am following up on correspondence, phone conversations, and meetings with your office. You have requested a list, covering the last five years, of all contracts over \$1 million which were not competitively bid. We have searched for information available on-line. This on-line data covers all Purchasing Department purchases back to July 1992, except those for PUC, whose data goes back to July 1993. Prior information is archived and must be retrieved before we can provide all the information we have. We are working on retrieving this older data and hope to send it to you as soon as possible.

Purchasing has run a search of its tracking system for all transactions over \$1 million which were not bid. The results are attached. In City parlance, we have:

- Purchase Orders (POs), which are single purchases of goods or services;
- Term Purchase Agreements (TPAs), which are purchases over time of goods or general services; and
- Contract Orders (CTs) and Contract Modifications (CMs), which are usually for professional services. These are contracts which are developed by the departments which will receive the services, and the departments select the vendors. The departments operate under guidelines published by Purchasing pursuant to the Admin. Code.

The tracking system indicates if there was competitive bidding for Purchase Orders and TPAs, but has no such indicator for Contract Orders.

The data we've been able to obtain regarding some purchases, such as whether they were sole source, appears under "Other Information."

Supervisor Angela Alioto
December 1, 1994
Page 2

The tracking system does not contain information on whether Contract Orders were competitively bid. Data on how the Contract Order vendors were selected rests with the departments which received the services, and the Clerk's prospective letter to all departments should generate this and any other information Purchasing does not have.

What the Report Contains

The enclosed report divides the transactions into Purchase Orders, TPAs, and Contract Orders, and shows:

- Document number. The first two digits after the "PO", "CT", "TP" are the department number.
- Vendor name
- Amount of the contract, based on the encumbrance request. The tracking system was not designed as a financial system, rather as a system to monitor the progress of documents through Purchasing. The Controller's records would show the actual amount spent for each purchase.
- Date the contract was sent to the Controller for encumbrance.

What the Report Does Not Contain

I want to note the type of contracts over \$1 million and other information which would not appear on the report.

- Construction, and architectural and engineering services. These contracts do not go through Purchasing. They are signed by the City departments which do construction, which are: the Airport; the Port; Public Transportation (Muni); Public Works; Recreation and Park.
- For the Contract Orders, the responsible departments know if they were competitively bid.

The report should be useful to check the responses to the Clerk's letter to all departments, but only those departments can provide all the information you have requested.

I would welcome the opportunity to meet with you to review this subject. I apologize for any inconvenience we may have caused you as we developed this response.

Contracts over \$1 million, possibly not competitively bid

Entries revised since the original report have a "*" in the "Document Type" column.

| Document Type | Document Number | Department | Vendor | Amount | Date | Other Information |
|------------------|--------------------|------------|---------------------------|--------------|----------|---|
| PO | 09-05710 | Controller | IBM | \$ 3,275,991 | 6-28-93 | Mainframe upgrade (over 5 yrs); sole source. |
| TP | 32-30012 | H Hetchy | Pacific Gas & Elect | 8,750,365 | 7-07-93 | Utility service; sole source. |
| TP | 32-30013 | | Pacific Gas & Elect | 5,000,000 | 10-21-93 | Utility service; sole source. |
| TP | 32-30013 | | Pacific Gas & Elect | 3,439,000 | 7-14-93 | Utility service; sole source. |
| TP | 32-40012 | | Pacific Gas & Elect | 9,148,000 | 7-13-94 | Utility service; sole source. |
| TP | 32-40013 | | Pacific Gas & Elect | 12,360,000 | 7-29-94 | Utility service; sole source. |
| TP* | 40-20071 | PUC | Burns International | 1,193,000 | 1-28-92 | Revised amount. Security guard services. Bid specifications were developed while this TPA was in place. Contract was bid and awarded in FY 92-93. |
| TP | 49-30011 | PUC Light | Pacific Gas & Elect | 4,055,463 | 7-14-93 | Utility service; sole source. |
| TP | 49-30013 | | Pacific Gas & Elect | 1,133,000 | 7-14-93 | Utility service; sole source. |
| TP | 49-30015 | | Pacific Gas & Elect | 1,710,647 | 7-14-93 | Utility service; sole source. |
| TP | 49-30015 | | Pacific Gas & Elect | 1,626,237 | 6-17-94 | Utility service; sole source. |
| TP | 49-40011 | | Pacific Gas & Elect | 3,728,177 | 8-18-94 | Utility service; sole source. |
| TP | 49-40013 | | Pacific Gas & Elect | 1,292,100 | 7-28-94 | Utility service; sole source. |
| TP | 75-20010 | Elec & Tel | Pacific Bell | 5,000,000 | 7-12-92 | Local phone service; sole source. |
| TP | 75-36050 | | Pacific Bell | 38,000,000 | 7-28-93 | Local phone service; sole source. |
| TP | 75-46050 | | Pacific Bell | 6,000,000 | | Local phone service; sole source. |
| TP | 86-20457 | SFGH | Irwin Memorial | 1,219,933 | 5-10-93 | Blood products; sole source. |
| TP | 86-35230 | | Irwin Memorial | 1,416,833 | 7-28-93 | Blood products; sole source. |
| TP | 86-45268 | | Irwin Memorial Blood Bank | 1,200,000 | 6-30-94 | Blood products; sole source. |
| TP | 90-27878 | DPW | Sunset Scavenger | 2,650,000 | 12-31-92 | Garbage collection; sole source. |

*

12-1-94 (/ised)

| Document Type | Document Number | Department | Vendor | Amount | Date | Other Information |
|------------------|--------------------|------------|------------------------|-----------|----------|-------------------|
| CT | 01-40001 | Board | Budget Analyst--A J | 1,285,710 | 6-29-94 | |
| CT | 01-30001 | | Budget Analyst | 1,486,848 | 7-30-93 | |
| CT | 06-30027 | Sheriff | Honor Charles C Plum | 5,430,155 | 9-08-93 | |
| CT | 06-40027 | | Honorable Charles C. | 2,741,710 | 9-02-94 | |
| CT | 06-10027 | | Treasurer of Alameda | 1,187,520 | | |
| CT | 06-20027 | | Chas Plummer | 1,500,000 | | |
| CT | 23-25001 | MOCYF | Japanese Comm Youth | 3,320,800 | 12-01-92 | Revised amount |
| CT | 23-45008 | | Japanese Community Y | 1,178,000 | 9-02-94 | |
| CT | 23-25008 | | Real Alternative | 1,652,001 | 2-23-93 | Revised amount |
| CT | 25-12000 | Mayor | SF Unified School Dist | 1,360,000 | 11-12-94 | |
| CT | 26-40020 | Aging | Meals on Wheels of SF | 1,468,662 | 6-22-94 | |
| CT | 26-30020 | | Meals on Wheels | 1,502,142 | 6-24-93 | |
| CT | 26-20024 | | Salvation Army | 1,378,860 | 7-23-92 | |
| CT | 26-30028 | | Salvation Army | 1,386,568 | 7-09-93 | |
| CT | 26-40028 | | Salvation Army | 1,467,760 | 7-14-94 | |
| CT | 26-30029 | | Self Help for the El | 1,026,379 | 6-24-93 | |
| CT | 26-40029 | | Self-Help to the Eld | 1,020,632 | 6-22-94 | |
| CT | 27-40045 | Airport | Ampco Parking | 8,303,446 | 9-19-94 | |
| CT | 27-40021 | | Barnes-Lem, A Joint V | 3,482,000 | 7-15-94 | |
| CT | 27-40074 | | Elsydel Inc | 1,780,157 | 11-16-94 | |
| CT | 27-40043 | | Fond & Chan Architec | 8,184,000 | 8-25-94 | |
| CT | 27-40058 | | Granite Rock Co | 5,898,745 | 10-07-94 | |
| CT | 27-40060 | | Parson-Opac AGS | 4,000,000 | 10-18-94 | |
| CT | 27-40061 | | Parsons Brinckerhoff | 2,000,000 | 10-24-94 | |
| CT | 27-40066 | | Polaris Research | 1,200,000 | 11-01-94 | |
| CT | 27-40049 | | SFO Shuttle Bus Co. | 1,728,480 | 10-17-94 | |
| CT | 27-30015 | | SFO Shuttle Bus Co | 2,284,851 | 8-12-93 | |
| CT | 27-40026 | | Smarte Carte Inc | 1,000,000 | 8-09-94 | Revised amount |
| CT | 27-40063 | | Stone & Webster/Jordan | 3,783,500 | 10-26-94 | |
| CT | 27-40041 | | Western Waterproof. | 1,745,214 | 8-26-94 | |

| Document Type | Document Number | Department | Vendor | Amount | Date | Other Information |
|------------------|--------------------|---------------------|--------------------------|------------|----------|-----------------------------|
| CM | 32-80063 | H. Hetchy | Camp Dresser & McKe | 1,000,000 | 1-07-94 | |
| CT | 32-30052 | | R D & S Contractors | 1,271,390 | 8-24-93 | |
| CT | 32-40052 | | Robinson Constructi | 1,885,888 | 8-15-94 | |
| CT | 35-40003 | | Bay Area Rapid Tran | 3,650,000 | 8-18-94 | |
| CT | 35-30003 | Muni | Bay Area Rapid Tran | 3,750,000 | 7-28-93 | |
| CM* | 35-80064 | | Booz Allen | 4,832,293 | 8-15-91 | Revised amount and date |
| CT* | 35-90056 | | Booz Allen | 1,720,390 | 12-01-93 | Date added |
| CM* | 35-80064 | | Booz Allen and Hamil | 4,749,684 | 8-31-92 | Revised amount and date |
| CT* | 35-30001 | | Cerenio Management | 10,655,054 | 7-09-93 | Revised amount |
| CT | 35-40001 | | Cornstock L K & Co I | 10,528,546 | 7-01-94 | |
| CT | 35-30062A | | Morrison Knudsen | 6,480,360 | 6-07-94 | |
| CM | 35-20055 | | Morrison Knudsen | 2,270,000 | 12-17-93 | |
| CM | 35-20055 | | New Flyer Industrie | 10,314,450 | 12-17-93 | |
| CM* | 35-00053 | | Peninsula Corridor | 1,193,400 | 4-07-94 | Revised amount |
| CT | 35-30063 | Tutor-Saliba-Perini | Rulz Construction C | 2,115,689 | 6-24-94 | |
| CT* | 35-30056 | | Stacy & Witbeck/Kin | 3,036,314 | 7-06-94 | |
| CT | 35-30051 | | Tutor-Saliba-Perini | 3,095,185 | 12-28-93 | |
| CT | 35-30051 | | Tutor-Saliba-Perini | 94,639,011 | 9-17-93 | Revised amount |
| CT | 36-32001 | Parking | M. L. Stern | 1,026,496 | 8-13-93 | |
| CM | 40-88801 | PUC | Bechtel National | 17,584,970 | 10-20-93 | |
| CT | 45-30001 | Soc Serv | Children's Council of SF | 1,415,000 | 7-26-93 | |
| [CT | 45-30001 | | Children's Council | 1,119,000 | 7-26-93 | |
| CT | 45-20011 | | Children's Council of SF | 1,019,000 | 7-29-92 | Included in previous entry] |
| CT | 45-40032 | | Children's Council o | 1,240,458 | 9-20-94 | |
| CT | 45-40013 | | Episcopal Community | 1,704,774 | 8-16-94 | |
| CT | 45-30012 | | Episcopal Community | 1,704,774 | 7-26-93 | |
| CT | 45-30012 | | Episcopal Comm | 1,698,079 | 7-26-93 | |
| CT | 45-20006 | | Episcopal Comm Serv | 1,704,774 | 8-06-92 | |
| CT | 45-40039 | | Manor Investment Col | 1,736,191 | 10-06-94 | |
| CT | 45-30013 | | St Vincent de Paul S | 1,556,956 | 7-27-93 | |
| CT | 45-20008 | St. Vincent de Paul | St. Vincent de Paul | 1,556,956 | 7-13-92 | |
| CT | 45-40005 | | St. Vincent de Paul | 1,556,956 | 7-14-94 | |

| 12-1-94 (/ised) | | | | | | | | | |
|------------------|----------|-------------|----------------------------|------------|----------|-------------------|--|--|--|
| Document | Document | Department | Vendor | Amount | Date | Other Information | | | |
| Type | Number | | | | | | | | |
| CT | 47-30065 | Water | Berrios Construction | 2,974,520 | 2-14-94 | | | | |
| CT | 47-30058 | | City of So San Fran | 1,750,000 | 9-11-93 | | | | |
| CT | 47-30052 | | Ranger Pipelines & | 2,302,364 | 11-16-93 | | | | |
| CM | 47-10074 | | Westing Engineering | 2,498,727 | 12-06-93 | | | | |
| CT | 75-10002 | Elec & Tel | Motorola | 2,180,000 | 10-13-92 | | | | |
| CT | 83-37169 | Public Hlth | Baker Places | 1,397,194 | 9-12-94 | | | | |
| CT | 83-30002 | | Baker Places | 2,856,693 | 8-05-93 | | | | |
| CT | 83-37176 | | Ca. Pacific Medical | 2,013,996 | 10-14-94 | | | | |
| CT | 83-33009 | | Calif Pacific Medical | 1,396,899 | 9-14-93 | | | | |
| CT | 83-37177 | | Catholic Charities | 1,466,916 | 11-15-94 | | | | |
| CT | 83-37181 | | Haight Ashbury Free | 2,166,633 | 9-21-94 | | | | |
| CT | 83-20109 | | Medicus Systems Corp | 1,444,493 | | | | | |
| CT | 83-43020 | | National Task Force | 1,160,876 | 8-02-94 | | | | |
| CT | 83-43022 | | Planned Parenthood | 5,406,800 | 8-24-94 | | | | |
| CT | 83-27081 | | Prof Mgmt Development | 1,000,000 | 3-12-93 | | | | |
| CT | 83-47030 | | Professional Mgmt. D | 1,394,920 | 9-02-94 | | | | |
| CT | 83-37089 | | Professnl Mgmt Devl | 2,280,000 | 10-27-93 | | | | |
| CT | 83-37118 | | Regents of the Univ | 1,874,617 | 1-29-94 | | | | |
| CT | 83-43023 | | S.F. AIDS Foundation | 2,038,629 | 9-20-94 | | | | |
| CT | 83-20323 | | Shanti Proj | 1,376,176 | 8-31-92 | | | | |
| CT | 83-37199 | | Univ. of the Pacific | 1,213,019 | 10-20-94 | | | | |
| CT | 83-37200 | | Walden House, Inc. | 1,100,787 | 7-01-94 | | | | |
| CT | 86-20021 | SFGH | Health Mgmt Sys Inc | 1,875,000 | | | | | |
| CT | 86-30021 | | Health Management Sys | 2,000,000 | 7-27-93 | | | | |
| CT | 86-40059 | | Regents UC | 31,994,100 | | | | | |
| CT | 87-40002 | Mental Hlth | Baker Places | 2,942,817 | | | | | |
| CT | 87-20002 | | Baker Places | 2,696,293 | 8-05-92 | | | | |
| CT | 87-40802 | | Baker Places, Bay Area Add | 1,304,018 | 8-11-94 | | | | |
| CT | 87-20802 | | Bay Area Addiction | 1,357,278 | 7-20-92 | | | | |
| CT | 87-30802 | | Bay Area Addiction | 1,623,456 | 7-13-93 | | | | |
| CT | 87-20804 | | Bayview Hunter Pt | 1,760,653 | 7-20-92 | | | | |
| CT | 87-20003 | | Bayview Hunters Point | 4,072,915 | 8-05-92 | | | | |
| CT | 87-30003 | | Bayview Hunters Point | 2,969,536 | 7-19-93 | | | | |
| CT | 87-40804 | | Bayview Hunter's Pt | 1,435,748 | 8-02-94 | | | | |

Revised vendor name

| Document Type | Document Number | Department | Vendor | Amount | Date | Other Information |
|------------------|--------------------|-------------|----------------------|-----------|----------|-------------------|
| CT | 87-40003 | Mental Hlth | Bayview Hunter's Pt. | 4,478,024 | 11-02-94 | |
| CT | 87-30804 | | Bayview Hunter's Pt | 1,877,233 | 7-13-93 | |
| CT | 87-30019 | | Ca Pacific Health Sv | 5,837,437 | 8-02-93 | |
| CT | 87-20019 | | Ca Pacific Health Sv | 6,077,588 | 12-18-92 | |
| CT | 87-40019 | | Calif. Pacific Hlth | 5,837,437 | 9-02-94 | |
| CT | 87-30805 | | Chemical Awareness | 1,488,965 | 7-13-93 | |
| CT | 87-40805 | | Chemical Awareness | 1,120,364 | | |
| CT | 87-20805 | | Chemical Awareness | 1,303,197 | 7-20-92 | |
| CT | 87-20008 | | Conard House | 2,535,907 | 8-04-92 | |
| CT | 87-40008 | | Conard House | 2,001,228 | | |
| CT | 87-30008 | | Conard House | 2,013,897 | 7-19-93 | |
| CT | 87-20009 | | Crestwood Hosps Inc | 9,216,483 | 8-05-92 | |
| CT | 87-30009 | | Crestwood Hospital | 9,739,971 | 7-19-93 | |
| CT | 87-40009 | | Crestwood Hospital | 9,489,661 | 7-12-94 | |
| CT | 87-30012 | | Famil Svc Agen of SF | 3,455,500 | 7-27-93 | |
| CT | 87-20012 | | Family Svc Agency | 5,865,857 | 8-05-92 | |
| CT | 87-40012 | | Family Service Agenc | 3,742,049 | 8-19-94 | |
| CT | 87-30503 | | Haight Ashbury Free | 1,745,638 | 7-13-93 | |
| CT | 87-30811 | | Haight Ashbury Free | 2,462,336 | 7-13-93 | |
| CT | 87-40503 | | Haight Ashbury Free | 1,838,633 | 8-12-94 | |
| CT | 87-20503 | | Haight Ashbury Free | 1,699,070 | | |
| CT | 87-40811 | | Haight Ashbury Free | 2,409,706 | 8-11-94 | |
| CT | 87-20811 | | Hgt Ashbury Free Cli | 2,512,452 | 7-20-92 | |
| CT | 87-30813 | | Horizons Unlimited | 1,137,453 | 7-13-93 | |
| CT | 87-40813 | | Horizons Unlimited | 1,050,603 | 8-11-94 | |
| CT | 87-30016 | | Mental Health Manage | 4,642,700 | 7-19-93 | |
| CT | 87-40016 | | Mental Health Mgmt. | 2,647,700 | 7-14-94 | |
| CT | 87-20016 | | Mental Mgmt Health | 2,589,919 | 7-02-92 | |
| CT | 87-20024 | | Progress Foundation | 3,683,207 | 7-02-92 | |
| CT | 87-40024 | | Progress Foundation | 4,140,941 | 10-20-94 | |
| CT | 87-30024 | | Project Open Hand | 3,531,498 | 7-19-93 | |
| CT | 87-37158 | | Ramsell Corp. | 1,338,758 | 7-01-94 | |
| CT | 87-30025 | | Ramsell Corp. | 1,495,444 | 8-16-93 | |
| CT | 87-20025 | | Ramsell Corp | 1,207,463 | | |
| CT | 87-40025 | | Ramsell Corp. | 1,630,444 | | |
| CT | 87-30028 | | Regents of Univ. Cal | 1,385,919 | 2-10-94 | |
| CT | 87-20028 | | Regents Univ of Cal | 1,385,919 | 12-31-92 | |
| CT | 87-40029 | | Richmond Area Multi | 1,171,614 | 8-19-94 | |

Revised amount

12-1-94 (Used)

| Document Type | Document Number | Department | Vendor | Amount | Date | Other Information |
|---------------|-----------------|-------------|---------------------------|-----------|----------|-------------------|
| CT | 90-47021 | Mental Hlth | Sunset Scavenger | 5,000,000 | | |
| CT | 87-20826 | | Walden House | 4,764,644 | 7-20-92 | |
| CT | 87-40826 | | Walden House | 3,327,417 | | |
| CT | 87-30826 | | Walden House Inc | 3,760,921 | 7-13-93 | |
| CT | 87-40827 | | Westside Community | 1,104,503 | | |
| CT | 87-30827 | | Westside Community | 1,169,744 | 7-19-93 | |
| CT | 87-20039 | | Westside Comm Mental | 2,068,145 | 8-05-92 | |
| CT | 87-30039 | | Westside Community M | 2,047,924 | 7-13-93 | |
| CT | 87-20827 | | Westside Community Mental | 1,509,986 | 7-20-92 | |
| CT | 87-40039 | | Westside Comm Mental | 2,028,027 | 10-03-94 | |

Notes

1. The abbreviations used are:

PO = Purchase Order
TP = Term Purchase Agreement
CM = Contract Modification
CT = Contract Order

2. In the tracking system, some documents used the same document number. We were able to identify these documents and display the total amount, along with the date of the first document in the group.

For other contracts, if departments used different document numbers, we could not identify groups of related purchases.

3. If no date appears, it may be due to a data entry error when the document was originally processed.

11/11 CALENDAR ... ACTION
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SF
\$90.07
#2
2/1/95
WEDNESDAY, FEBRUARY 1, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS HSIEH, BIERMAN

DOCUMENTS DEPT.

ABSENT: SUPERVISOR KAUFMAN

CLERK: MARY L. RED

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

1. File 100-94-19. [Anticipated Supplemental Requests] Hearing to consider anticipated Supplemental Requests from various departments and the Mayor's recommendation concerning these requests. (Supervisor Hsieh)
(Continued from 1/25)

ACTION: Consideration continued to February 8.

2. File 101-94-52. [Appropriation, Department of Public Health] Ordinance appropriating \$350,000, Department of Public Health-Mental Health, to allow the Department to maintain staffing for Jail Health Services for fiscal year 1994-95. RO #94145 (Controller) (Continued from 1/25)

ACTION: Amended to reduce appropriation per Budget Analyst recommendations.
New title: "Ordinance appropriating \$206,184, Department of Public Health-Mental Health, to allow the Department to maintain staffing for Jail Health Services for fiscal year 1994-95." RECOMMENDED AS AMENDED.

3. File 208-95-1. [Waiver of Permit Fees - Bureau of Fire Prevention] Ordinance waiving Fire Prevention Permit Fees for the "Chili Cookout" event at Slims, held on September 18, 1994, to benefit the San Francisco Fire Department Water Rescue Unit. (Supervisor Hsieh)

ACTION: RECOMMENDED.

4. File 47-95-2. [Deviation of Parking Rates - Performing Arts Garage] Resolution authorizing deviation of rates at Performing Arts Garage to allow Administrative Assistants and Legislative Aides to members of the Board of Supervisors to park without cost at the Performing Arts Garage. (Supervisors Kaufman, Bierman)

ACTION: Hearing held. RECOMMENDED. Supervisor Bierman added as cosponsor.

5. File 101-94-54. [Appropriation, War Memorial] Ordinance appropriating \$73,520, War Memorial, from the General Fund Reserve for other non-personal services to allow the Real Estate Department to provide security services for fiscal year 1994-95. (Controller) RO #94161

ACTION: Hearing held. Consideration continued to February 8.

6. File 101-94-55. [Appropriation, Various Departments, Ordinance appropriating \$103,819, various departments, from the General Fund reserve to materials and supplies, equipment and capital improvement projects and appropriating \$65,184 from the Retirement Trust Fund to Equipment at the Retirement System for fiscal year 1994-95; implementing Mayor's Budget Incentive Program. RO #94158 (Controller)]

ACTION: RECOMMENDED.

7. File 101-94-56. [Appropriation, Department of Public Health] Ordinance appropriating \$1,722,243, Department of Public Health, of medical and Medi-Care revenues to salaries, fringe benefits, medical service contracts, professional services, training, and other non-personal services and materials and supplies to allow the Department of Public Health to augment mental health services and alleviate overcrowding in the Psychiatric Emergency Service Program at San Francisco General Hospital for fiscal year 1994-95. RO #94148 (Controller)]

ACTION: Amendment of the Whole, reflecting Budget Analyst recommendations, adopted; further amended reflecting revised recommendations from Budget Analyst. New title: "Ordinance appropriating \$1,396,099, Department of Public Health, of medical and Medi-Care revenues to salaries, fringe benefits, medical service contracts, professional services, training, and other non-personal services and materials and supplies to allow the Department of Public Health to augment mental health services and alleviate overcrowding in the Psychiatric Emergency Service Program at San Francisco General Hospital for fiscal year 1994-95; placing \$2,890 on reserve." RECOMMENDED AS AMENDED.

8. File 101-94-57. [Appropriation, Mayor, \$50,000, Earthquake Relief] Ordinance appropriating \$50,000, Mayor, from General Fund Reserve for other non personal services, to provide earthquake relief to Japan. (Supervisors Hsieh, Shelley, Bierman, Leal, Alioto, Ammiano, Hallinan, Kaufman, Kennedy, Migden, Teng)

ACTION: RECOMMENDED.

9. File 100-95-2. [Board of Supervisors Department Budget, FY 1995/96] Motion authorizing and directing the Clerk of the Board to file with the Controller the budget estimates for Fiscal Year 1995-96 for the Department of the Board of Supervisors. (Clerk of the Board)

ACTION: RECOMMENDED.

RELEASE OF RESERVES

10. File 101-90-128.1. [Release of Reserved Funds] Consideration of request to release reserved funds, Department of Public Works - 1989 Earthquake Safety Bond Program Fund, in the amount of \$1,374,580, for the purpose of funding Fire Station No. 44 construction contract. (Department of Public Works)

ACTION: Release of reserved funds in the amount of \$1,374,580 approved. FILED.

11. File 101-93-88.1. [Release of Reserved Funds] Consideration of request to release reserved funds, Department of Public Works - 1989 Earthquake Safety Bond Program Fund, in the amount of \$140,500, for the purpose of funding Fire Station No. 44 construction contract. (Department of Public Works)

ACTION: Release of reserved funds in the amount of \$140,500 approved. FILED.

12. File 101-92-3.3. [Release of Reserved Funds] Consideration of request to release reserved funds, Department of Public Works - 1989 Earthquake Safety Bond Program Fund, in the amount of \$1,505,000, for the purpose of funding Fire Station No. 36 and fuel tank removal. (Department of Public Works)

ACTION: Release of reserved funds in the amount of \$1,505,000 approved. FILED.

13. File 101-92-42.1. [Release of Reserved Funds] Consideration of request to release reserved funds, Public Utilities Commission, (1985 Water Revenue Bond Funds in the amount of \$550,000 for San Andreas Water Treatment Plant Project. (Public Utilities Commission)

ACTION: Release of reserved funds in the amount of \$369,000 approved per Budget Analyst recommendations. FILED..

07
195
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 30, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: February 1, 1995 Budget Committee Meeting

Item 1 - File 100-94-19

Note: This item was continued by the Budget Committee at its meeting of January 25, 1995.

Item: Hearing to consider anticipated supplemental appropriation requests and Mayor's recommendations.

Amount: Pending supplemental appropriations totaling \$12,283,851 have been identified to date, with other expected requests being developed by the Municipal Railway and the Department of Public Health.

Ms. Serata has also advised that, in addition to the \$12,283,851 in supplemental appropriation requests identified below, she will advise the Committee directly regarding the current status of the budgetary shortfalls of the Municipal Railway, Public Health, Police and any other departments where additional supplemental appropriation requests are anticipated.

Source of Funds: General Fund Reserve

DOCUMENTS DEPT.

FEB 1 1995

SAN FRANCISCO
PUBLIC LIBRARY

Description:

1. The Mayor's Office has provided the following calculation of the current status of General Fund Reserves:

| | |
|-----------------------------|---------------------|
| General Fund Reserve | \$ 5,605,938 |
| Additional Revenue 11/16/94 | 4,400,000 |
| Public Health Reserve * | <u>2,850,000</u> |
| Total | \$12,855,938 |

* The Public Health Reserve is the result of Mental Health expenditure savings during the 1993-94 budget year which have been set aside for the opening of the new Mental Health Facility at San Francisco General Hospital (i.e. the "R" Facility) during the 1994-95 Fiscal Year.

2. The Mayor's Office has also provided the following list of existing and expected supplemental appropriations and their current status:

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|---------------------------------|------------------------|---------------------------------|---------------|
| District Attorney | \$1,650,000* | \$1,650,000* | Board |
| Sheriff-Operations | 690,000 | 587,000 | Approved |
| Sheriff-Jail Overcrowding | 150,000 | 150,000 | Board |
| Muni-Shortfall | To Be Determined (TBD) | TBD | Department |
| Department of Public Health | | | |
| Mental Health - "R" Facility | 2,260,000 | 2,260,000 | Board |
| Substance Abuse | 152,000** | 152,000** | Board |
| Substance Abuse | 216,000** | 216,000** | Department |
| Forensics Nurses | 350,000 | 350,000 | Board |
| Medi-Cal Managed Care | 125,000 | 125,000 | Mayor |
| Nursing MOU | TBD | TBD | Department |
| Center for Special Problems | 220,000*** | 220,000*** | Mayor |
| CAO Retirement | 55,000 | 55,000 | Mayor |
| Police - Automatic Weapons | 332,600 | 332,600 | Controller |
| Police - Overtime/Prop D/Misc. | 2,382,600 | 1,936,844 | Controller |
| Court Security | 570,000 | 400,000 | Board |
| Payment in Lieu of Taxes (SFHA) | 1,000,000 | 1,000,000 | Controller |
| Zero Base Budget | 150,000 | TBD | Mayor |
| Human Resources: | | | |
| Workers Compensation | 273,000 | 186,000 | Mayor |
| Employee Relations Division | TBD | TBD | Department |

* See Comments Section on District Attorney.

** See Comments Section on Substance Abuse.

*** See Comments Section on Center for Special Problems.

Memo to Budget Committee
February 1, 1995

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|---|---------------------|---------------------------------|---------------|
| Civil Services/Health and Safety | TBD | TBD | Department |
| Joint Powers Board (JPB) | \$129,300 | \$129,300 | Board |
| Charter Reform | 100,000 | 100,000 | Controller |
| Juvenile Probation | 777,487 | TBD | Mayor |
| Public Defender | 242,779 | TBD | Mayor |
| Real Estate/War Memorial Security | 299,877 | 73,520 | Board |
| District Attorney-Family Support Bureau | 59,700 | TBD | Mayor |
| Chief Administrative Officer | 23,508 | TBD | Mayor |
| Election Task Force | 25,000 | 25,000 | Controller |
| Japan Earthquake Relief | 50,000 | 50,000 | Board |
| Total | \$12,283,851 | \$9,998,264 | |
| General Fund Remaining Reserves | \$572,087 | \$2,857,674 | |

Comments: **District Attorney - \$1,650,000:** Of the requested \$1,650,000, \$1,153,111 has been approved and \$496,889 has been continued by the Budget Committee.

Sheriff - \$587,000 and \$150,000: These items for new jail and work furlough operations and for jail overcrowding have been previously approved by the Board of Supervisors.

Mental Health "R" Facility - \$2,260,000: This represents the amount of expenditures that the Department and Mayor's Office have determined will be necessary to fund fixtures, furnishings and equipment start-up costs for the new Skilled Nursing Facility on the SFGH campus to achieve accreditation approval and open the facility during the current fiscal year. This request has been recommended by the Budget Committee.

Substance Abuse - \$152,000 and \$216,000: Funding of \$152,000 was recommended by the Budget Committee through mid January, 1995. An additional supplemental appropriation of \$216,000 is in process to continue the program for an additional one month period from January 16, 1995 through February 15, 1995.

Forensics Nurses - \$350,000: Overspending associated with the ten hour shifts worked by forensics nurses.

Medi-Cal Managed Care - \$125,000: expected current fiscal year City contribution to the Health Authority established for the Managed Care Local Initiative. As previously reported, the total City commitment over three years will be \$1.0 million.

Nursing MOU - To be Determined: As of the writing of this report, the Mayor's Office reports that they have not been provided with a MOU that has been approved by the Nurses. However, the Department of Public Health is now projecting that a provision of the MOU regarding the "1% pick up" of employee retirement contributions by the City will cost approximately \$500,000 in 1994-95.

Center for Special Problems - \$220,000: During the 1994-95 budget hearings, \$400,000 was added to the budget for six months operation of the Center for Special Problems. According to the Mayor's Office, the Center for Special Problems has been operating at a lower cost, with no decrease in offender program services, and this additional \$220,000 is to fund the program as it is currently operating for the remainder of the fiscal year. An additional \$180,000, resulting in a total of \$400,000, would come from MediCal funding.

CAO Retirement - \$55,000: the Mayor's Office has received a supplemental appropriation request in this amount for costs related to the retirement of the Chief Administrative Officer.

Police - Automatic Weapons - \$332,600: 1994-95 expenditures to begin arming Police Officers with automatic weapons.

Police - Overtime/Prop D/Misc. - \$1,936,844: The Police Department's unanticipated overtime expenditures related to the newspaper strike amounted to approximately \$600,000. This request also includes monies to implement Proposition D for hiring additional Police Officers and other miscellaneous expenditures.

Court Security - \$400,000: This represents the amount of expenditure recommended by the Mayor's Office for Court Security personnel at the Polk and Folsom facility. The funding would also be use to pay anticipated overtime expenses related to several upcoming high profile court cases.

Payment in Lieu of Taxes (SFHA) - \$1,000,000: The 1994-95 budget was balanced with the inclusion of total Payment

in Lieu of Taxes (PILOT) revenue in the amount of \$1.6 Million. Of this amount, \$600,000 was designated as the PILOT for the current fiscal year, and \$1.0 million was for prior years. The Controller reports that the SFHA has budgeted the \$600,000 PILOT for 1994-95, but not the \$1.0 million balance for prior years. Also related are current negotiations for payment to the City for additional Police services. The Controller reports that these matters will be brought before the Board of Supervisors in the near future.

Zero Base Budget - \$150,000 (Mayor's Recommendation is "To be determined"): Pending supplemental appropriation for cost of the Budget Analyst to perform a second Zero Base Budget Analysis for the 1995-96 Fiscal Year.

Human Resources: Workers Compensation - \$186,000: Estimated costs for restructuring the Workers Compensation Division when it is transferred from the Employees Retirement System to the Department of Human Resources.

Human Resources: Employee Relations Division - "To Be Determined": The Employee Relations Division (ERD) of the Human Resources Department reports that a total of 29 Memoranda of Understanding must be negotiated between now and the end of the Fiscal Year. Each of these separate MOU may become the subject of arbitration. Consequently, the ERD anticipates staffing needs and legal assistance for arbitration cases in an amount that has not yet been determined. The Department is now preparing a supplemental appropriation request for submittal to the Mayor's Office.

Human Resources: Civil Services/Health and Safety - \$430,375: Although the amounts are still to be determined, HRD expects to submit a supplemental appropriation request of approximately \$430,375 for underfunded salary costs to pay for existing budgeted positions (estimated at \$200,000), MIS development (\$86,875) and health and safety programs (\$143,500), which include a new Federally mandated drug testing program.

Joint Powers Board (JPB) - \$129,300: This request for payment of San Francisco's share of the startup costs related to the Peninsula Corridor Joint Powers Board has been approved by the Board of Supervisors.

Charter Reform - \$100,000: A motion requesting a supplemental appropriation for \$100,000 to fund support services for the Select Committee on Charter Reform has

been approved by the Board of Supervisors and is now subject to approval by the Mayor.

Juvenile Probation - \$777,487: To be used for Capital Improvement Projects and Facilities Maintenance.

Public Defender - \$242,779: To be used for salaries and fringes.

Real Estate/War Memorial Security - \$73,520: To be used for security for sites with relocated City Hall tenants, excluding the Courts.

District Attorney-Family Support Bureau - \$59,700: To be used as a County match for Equipment.

Chief Administrative Officer - \$23,508: To be used to pay for Association of Bay Area Governments (ABAG) dues.

Election Task Force - \$25,000: To implement Proposition L pertaining to District Elections.

Japan Earthquake Relief - \$50,000: To provide earthquake relief monies related to the recent earthquake in Kobe.

Memo to Budget Committee
February 1, 1995

Item 2 - File 101-94-52

Note: This item was continued by the Budget Committee at its meeting of January 25, 1995.

Department: Department of Public Health (DPH)
Community Mental Health and Substance Abuse Services
Forensic Services Division

Item: Supplemental appropriation ordinance appropriating \$350,000 to allow the Department of Public Health (DPH) to maintain staffing for Jail Health Services for FY 1994-95.

Amount: \$350,000

Source of Funds: General Fund General Reserve

Description: The Forensic Services Division of the Department of Public Health (DPH) is required to provide health services for the San Francisco County Jail system, in accordance with (a) a Federal Consent Decree (Stone vs. the City and County of San Francisco) and (b) State Title 15 regulations,.

In October of 1994, the Forensic Services Division reported that it was anticipating a shortfall of approximately \$920,000 in its permanent salaries, fringe benefits and other personnel accounts for FY 1994-95. DPH submitted a supplemental appropriation request in the amount of \$2,759,047, which included \$500,000 to partially offset this shortfall. However, the Mayor reduced the portion of the supplemental appropriation request that was to offset the funding shortfall by \$350,000 to \$150,000, which was approved by the Board of Supervisors, thereby leaving an estimated funding gap of \$770,000 (\$920,000 less \$150,000).

In order to further offset this funding gap, DPH changed its mix of staffing in the jails by replacing some Registered Nurses with Licensed Vocational Nurses, who are paid at a lower wage than Registered Nurses. In addition, DPH eliminated the overlapping ten-hour shifts for nurses in the jails. According to DPH, these two measures combined will save DPH an estimated \$200,000 in FY 1994-95, without jeopardizing the quality of care or the terms of the Consent Decree or Title 15 regulations.

The proposed supplemental appropriation request would appropriate \$350,000 for permanent salaries to partially offset the remaining estimated funding shortfall in DPH's

Forensic Services Division of \$570,000 (\$770,000 less \$200,000).

Comments:

1. The following table, based on information provided by DPH, shows a breakdown of the Forensic Services Division's actual and projected expenditures for personal services for FY 1994-95 and the estimated funding surplus or shortfall in each of these accounts.

| <u>Category</u> | <u>Revised FY 1994-95 Budget</u> | <u>Actual Expenditures 7/1/94 to 12/31/94</u> | <u>Projected Expenditures 1/1/95 to 6/30/95</u> | <u>Estimated Funding Surplus (Shortfall)</u> |
|-----------------------------|--|---|---|--|
| Permanent Salaries - Misc. | \$2,958,175 | \$1,071,352 | \$1,548,783 | \$338,040 |
| Permanent Salaries - Nurses | 4,276,483 | 2,092,280 | 2,047,668 | 136,535 |
| Overtime | 65,118 | 47,849 | 97,954 | (80,685) |
| Holiday Pay | 143,600 | 66,016 | 77,584 | 0 |
| Premium Pay | 573,097 | 295,791 | 323,462 | (46,156) |
| Temporary Salaries | 209,205 | 108,516 | 113,395 | (12,706) |
| Temporary Salaries - Nurses | 1,481,273 | 993,726 | 1,157,731 | (670,184) |
| Mandatory Fringe Benefits | 1,545,533 | 640,438 | 790,541 | 114,554 |
| Other Fringe Benefits | <u>188,295</u> | <u>106,172</u> | <u>67,705</u> | <u>14,418</u> |
| Total - Personal Services | \$11,440,779 | \$5,422,140 | \$6,224,823* | (\$206,184) |

* Projected expenditures of \$6,224,823 for the last six months of FY 1994-95 are greater than the actual expenditures of \$5,422,140 for the first six months of FY 1994-95 because of the addition of 40 positions in the Forensic Services Division in November of 1994, as approved by the Board of Supervisors (Files 101-94-21 and 102-94-4).

2. As reflected in the table above, the Budget Analyst has determined that the Forensic Services Division has a projected shortfall of \$206,184 and not \$350,000 in its personal services accounts for FY 1994-95. As such, the supplemental appropriation request should be reduced by \$143,816, or from \$350,000 to \$206,184.

Recommendations: 1. Amend the proposed supplemental appropriation ordinance by reducing the request by \$143,816, from \$350,000 to \$206,184.

2. Approve the proposed supplemental appropriation ordinance, as amended.

Item 3 - File 208-95-1

- Item:** Ordinance waiving fire prevention permit fees for the "Chili Cookout" event at Slim's (a music club and bar at 333 11th St.), held on September 18, 1994, to benefit the San Francisco Fire Department Water Rescue Unit.
- Description:** The proposed ordinance would waive a permit fee of \$889 to be paid by Slim's to the Bureau of Fire Prevention for permits issued in connection with an event held to benefit the San Francisco Fire Department Water Rescue Unit.
- Slim's held a chili cookout, open to the public, for the purpose of benefiting the San Francisco Fire Department's Water Rescue Unit on September 18, 1994. Because the event was public and involved the use of propane grills in an outdoor parking lot, inspections and permits from the Bureau of Fire Prevention were required. The permit fees totaled \$889, including \$129 for a public assembly permit and liquid propane gas permit for the event as a whole, and \$760 for 19 individual conditional use gas permits for booth operators at \$40 each. These permit fees accrue to the General Fund. Slim's has not yet paid the fees.
- The San Francisco Fire Department's Water Rescue Unit operates out of Fire Stations located near Ocean Beach and San Francisco Bay and involves approximately 150 firefighters who are trained in water rescue in addition to their normal training. The Unit will use the funds raised by Slim's to purchase needed specialized equipment such as wet suits and floating stretchers. Proceeds from the event at Slim's totaled \$2,100.
- Comments:** According to Captain Tom Harvey of the Fire Department, the Bureau of Fire Prevention applies the permit fee schedule to all events, and does not issue fee waivers. However, the Board of Supervisors does have the authority to issue fee waivers.
- Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 47-95-2

- Department:** Department of Parking and Traffic (DPT)
- Item:** Resolution authorizing Administrative Assistants and Legislative Aides to Members of the Board of Supervisors to park without cost at the Performing Arts Garage.
- Description:** The Performing Arts Garage is a 612-space City-owned parking facility located on Grove Street, between Franklin and Gough Streets.
- In 1984, the Board of Supervisors approved a resolution (Resolution 574-84) which authorized free parking privileges for 28 Municipal and Superior Court Judges at the Performing Arts Garage. Under this arrangement, the Judges may park their vehicles at the Garage for free on weekdays between 7 a.m. and 6 p.m. However, the Judges are required to pay the regular parking rate if their vehicles are parked at the Garage on weekends or on weekdays after 6 p.m., because parking spaces are often needed at those times in order to accommodate paying motorists who are attending the opera, symphony, ballet, or other Civic Center attractions.
- Because the Superior and Municipal Courts are relocating out of the Civic Center area to 633 Folsom Street, these Judges no longer need the free parking spaces provided for them at the Performing Arts Garage. The proposed resolution would authorize the use of these vacant parking spaces at the Performing Arts Garage, without cost, by the 22 Administrative Assistants and Legislative Aides to Members of the Board of Supervisors.
- Comment:** According to Mr. Kevin Hagerty, Director of Off-Street Parking for the Department of Parking and Traffic (DPT), the Performing Arts Garage currently operates at approximately 75 percent capacity during the daytime (approximately 460 spaces), including the 28 parking spaces used by Superior and Municipal Court Judges at no charge. Mr. Hagerty advises that it is unlikely that the use of 22 of these 28 free parking spaces by Administrative Assistants and Legislative Aides during the daytime would prohibit paying motorists from parking at the Garage, and it is therefore unlikely that this policy would result in reduced revenues to the City.
- Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Budget Committee
February 2, 1995 Budget Committee Meeting

Item 5 - File 101-94-54

Department: Real Estate Department

Amount: \$73,520

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$73,520 from the General Fund Reserve to pay for security services at the War Memorial at 401 Van Ness Avenue for the period February 13, 1995 through June 30, 1995.

Description: As part of the move from City Hall for seismic retrofitting, as of February 13, 1995, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the Board of Supervisors are relocating to office space at the War Memorial Building at 401 Van Ness Avenue.

Entry security at City Hall for all of these departments had previously been provided by 7 Sheriff's Department staff (6 Cadets and one Deputy Sheriff) assigned to the 4 entrances of City Hall, using 3 walk-through metal detectors.

The Sheriff's Department has determined that the War Memorial, with 8 doors, will require 7 FTE positions. These security services are proposed to be provided through a private contractor and a "Proposition J" certification process for this purpose has been submitted to the Board of Supervisors for approval. The estimated contractual cost for the security services for the War Memorial, for the period February 13, 1995 to June 30, 1995, are as follows:

| <u>FTE</u> | <u>Total Hours</u> | <u>Rate/Hour</u> | <u>Estimated Cost</u> |
|------------|--------------------|------------------|-----------------------|
| 7 | 5,320 | \$11 | \$58,520 |

The total of 5,320 hours provided with these positions will provide for 3 guards monitoring doors and door security cameras during the work day, and 1 guard for the War Memorial during night and weekend hours.

In addition, two new metal detectors are required at the War Memorial because 2 of the 3 metal detectors now at City Hall are old, frequently break down, and should be taken out of service, according to Lieutenant Rich Dyer of the Sheriff's Department. The cost of new metal detectors is

approximately \$7,500 each, for a total cost of \$15,000, based on estimates obtained by the Real Estate Department.

Therefore, the total estimated cost for security at the War Memorial for the period from February 13, 1995 through the end of the Fiscal Year on June 30, 1995, including \$58,520 for personnel and \$15,000 for metal detectors, is \$73,520, as is being requested under this item.

Comments:

1. The courtrooms of the Trial Courts formerly located in City Hall relocated as of January 13, 1995 to temporary courtrooms at 633 Folsom. The Sheriff's Department has determined that 633 Folsom, with 3 entry doors, will require a total of 4 FTE positions. These positions are proposed to be filled with existing budgeted Sheriff's Department staff (3 Cadets and 1 Deputy Sheriff). According to Lt. Dyer, the Sheriff's Deputy assigned to 633 Folsom is the security coordinator and supervisor for the site, and the three Cadets cover the doors. The cost of these Sheriff's Department personnel for the period January 13, 1995 through June 30, 1995, is approximately \$51,500 for salaries and \$7,250 for fringe benefits, for a total of \$58,750. As noted above, this cost has already been provided for in the FY 1994-95 Budget.

2. Security in the courtrooms of the Trial Courts is provided by 29 Deputy Sheriff Bailiffs. These personnel have been transferred to the temporary courtrooms at 633 Folsom. Because 633 Folsom has the same number of courtrooms as had existed at City Hall, the same number of Deputy Sheriff Bailiffs are needed at the new location.

3. There are an additional three Sheriff's Department Cadets who formerly provided entry security at City Hall who will not be assigned to 633 Folsom or to the War Memorial. These three Cadets have been reassigned; one to the Parole Office, one to the new County Jail at 425 7th Street, and one to the San Bruno Jail. These positions were previously approved as part of the Sheriff's Department FY 1994-95 Budget, and a memo regarding these assignments from the Sheriff's Department is attached.

4. The Real Estate Department reports that the need for security at both 633 Folsom and the War Memorial will continue in FY 1995-96. If security services are provided for the War Memorial by a private contractor, the Real Estate Department estimates that the cost will be approximately \$159,500, for the period July 1, 1995 to June 30, 1996. Such funds would be included in the Real Estate Department's FY

Memo to Budget Committee
February 2, 1995 Budget Committee Meeting

1995-96 Budget and be subject to review and approval by the Board of Supervisors.

5. Currently, entry security services at City Hall cost approximately \$191,808 annually, based on the cost of the 7 Sheriff's Department personnel described above. With the additional entry security service required by the move of offices to the War Memorial, the City will incur additional costs for security services of approximately \$159,500 annually, based on the Real Estate Department's estimate of the cost of providing these services through a private contract.

6. In summary, approval of the proposed ordinance would appropriate \$58,520 for an outside contract and \$15,000 for metal detectors, for a total of \$73,520, to the Real Estate Department from the General Fund Reserve to pay for security services at the War Memorial Building for the period February 13, 1995 to June 30, 1995.

Recommendation: While the Budget Analyst believes that the proposed ordinance should be approved to provide the necessary security at the War Memorial, it should be noted that the Proposition J certification to provide security services at the War Memorial through a private contractor has not yet been approved by the Board of Supervisors. Although such a contract would not displace any Civil Service employees, we consider approval of such a contract to be a policy decision for the Board of Supervisors.

**San Francisco Sheriff's Department**

INTER-OFFICE CORRESPONDENCE

TO: P&C STEVENSON
FROM: LT. R. DYER
RR: 8374 SHERIFF'S CADETS

January 26, 1995

The Sheriff's Department discontinued City Hall entry security on January 13, 1995. Assigned to this duty were six 8274 cadets and one 8304 deputy sheriff supervisor. The one year personnel salary and fringe benefits cost of this operation was:

| | |
|---------------------|-------------|
| 1 8304 at \$58,303 | = \$58,303 |
| 6 8274s at \$23,000 | = \$138,000 |
| | = \$196,303 |

Of the one supervisor and six cadets who formally performed entry security at City Hall, the 8304 supervisor and three 8274 cadets were reassigned to 633 Folsom Street to perform entry security at that location.

One 8274 cadet resigned on 1/13/95. One 8274 cadet was reassigned to County Jail #3 San Bruno to replace the Besk lawsuit settlement 8274 cadet, who had resigned. One 8274 cadet was reassigned to the County Parole office on a grant.

I hope this information is helpful. If you have any further question, please contact Budget Officer Rich Ridgeway or me at 554-7225.

Item 6 - File 101-94-55

Item: Supplemental appropriation ordinance to implement Mayor's Budget Incentive Program by appropriating \$103,819 from the General Fund Reserve to Materials and Supplies, Equipment and Capital Improvement Projects, and appropriating \$65,184 from the Employees Retirement Trust Fund to Equipment.

| | | |
|------------------------------------|--|---------------|
| Amount and Source of Funds: | General Fund Reserve - funds carried forward | |
| | from the FY 1993-94 budget | \$103,819 |
| | Employees Retirement Trust Fund | <u>65,184</u> |
| | Total | \$169,003 |

Description: In November of 1993, in the Mayor's budget instructions for FY 1994-95, the Mayor proposed the Budget Incentive Program, which provided that City departments could retain a percentage of their unexpended balances at the end of FY 1993-94 and could use such funds for one-time projects, infrastructure needs or equipment purchases, subject to the Controller's certification of the availability of funds.

In FY 1993-94, the amount of surplus funds certified by the Controller for such purposes amounted to \$169,003. In July of 1994, the Mayor advised those departments which had underspent during FY 1993-94 to submit proposals for the use of surplus funds from FY 1993-94 for one-time projects. As a result, 13 City departments submitted proposals totaling \$1,066,821. The Mayor approved \$169,003 of this amount for these 13 departments, as follows:

| | <u>General Fund</u> | <u>Non-General Fund</u> |
|----------------------------------|---------------------|-------------------------|
| Board of Supervisors | \$4,500 | |
| Adult Probation | 711 | |
| Human Rights Commission | 5,000 | |
| Parking & Traffic | 10,000 | |
| Employees Retirement System | | \$65,184* |
| Law Library | 9,000 | |
| Chief Administrative Officer | 7,608 | |
| Agriculture/Weights & Measures | 10,000 | |
| Medical Examiner/Coroner | 2,000 | |
| Electricity & Telecommunications | 10,000 | |
| Animal Care & Control | 18,000 | |
| Registrar | 15,000 | |
| Public Works | <u>12,000</u> | |
| Totals | \$103,819** | \$65,184** |

* Includes some General Fund contributions.

** Total of \$169,003.

In addition to the Mayor's budget instructions submitted in November of 1993, Proposition G (Mission Driven Budgeting), which was approved by the San Francisco electorate in June of 1994, declared that it shall be City policy to encourage the Mayor and Board of Supervisors, through the supplemental appropriation process, to give serious consideration to rewarding those departments that the Controller has certified have exceeded their revenue goals or have expended less than the amount budgeted for that year.

The specific requests of each of these departments are described below:

Board of Supervisors **\$4,500**
This request is for a dual cassette recorder and tape duplicator for the Clerk of the Board's Office. According to Ms. Marie McKechnie of the Clerk of the Board's Office, this equipment is needed in order to augment the existing recording equipment, consisting of one single-reel cassette recorder, which is used by the Clerk of the Board to record meetings of the Board of Supervisors and its Committees.

Adult Probation **\$711**
This amount would be used to augment the Department's existing office paging system by installing wiring and speakers in two additional rooms.

Human Rights Commission (HRC) **\$5,000**
This request is for the addition of four computer work stations in order to improve HRC's capacity to process MBE/WBE/LBE certifications and contract compliance reviews.

Department of Parking and Traffic (DPT) **\$10,000**
DPT would use these funds to purchase a laser printer and four personal computers in order to automate the processing of the between 3,000 and 5,000 pieces of mail that the Traffic Citation Processing Division receives each week and to speed the Administrative Hearing Office's responses to citizens.

Employees Retirement System (ERS) **\$65,184**
This request would be used for the following items:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 1, 1995

| | |
|--|--------------|
| Installation of panel system to create separate workstations | \$15,500 |
| Electrical work and data cabling to ensure sufficient power supply and appropriate wiring for Local Area Network (LAN) | 17,700 |
| Microfilm reader to perform research | 5,096 |
| Refrigeration unit to provide climate-controlled environment for LAN | 2,140 |
| Worksite renovations, incl. chairs, foot stools and wrist rests, to comply with VDT ordinance | 5,880 |
| Office furniture and supplies, such as file cabinets, shelves, desks and keyboard trays | 11,278 |
| Table, overhead projector and screen for presentations in Retirement Board room | 1,900 |
| Paper shredder to destroy confidential records | <u>5,690</u> |
| Total | \$65,184 |

Law Library **\$9,000**

These funds would be expended on four computers, two printers and software in order to enable the Law Library to begin the automation of its card catalog and technical services, and to provide a public access terminal and administrative services.

Chief Administrative Officer (CAO) **\$7,608**

The CAO would use these funds to acquire one additional file server, networking software and a network interface, needed in order to install a LAN at the CAO's new location in the Veteran's Building.

Agriculture/Weights & Measures **\$10,000**

This request is for the purchase of five personal computers to expedite data entry work, which is needed to comply with State-mandated reporting requirements.

Medical Examiner/Coroner **\$2,000**

This request is for the purchase of a computer-based slide making system that would produce high quality photographic slides needed for training presentations.

Electricity and Telecommunications (DET) **\$10,000**

DET is requesting \$10,000 for facilities maintenance improvements, including safety and operations measures for DET trailers and miscellaneous health/safety items in the main Rankin Street facility (e.g. tripping hazards, radiator leaks, inoperative lighting, heating/ventilation/air conditioning controls).

Animal Care and Control **\$18,000**

This request would be used to install a freight elevator door that opens into the Department's storage area. The existing elevator has only one door, which opens up to a small corridor. An elevator door opening to the storage area would facilitate the loading and unloading of dog and cat food, cat litter, cardboard carriers and other materials and supplies into the storage area.

Registrar of Voters **\$15,000**

The Registrar is requesting \$15,000 for one personal computer, two file servers and software in order to upgrade the Election Management Network Server, thereby allowing faster processing of absentee ballots and of information requests from candidates and increasing hard disk storage capacity.

Department of Public Works (DPW) **\$12,000**

DPW is requesting \$12,000 to perform work needed so that the City can assume operation of steam service to the Civic Center. Work would include installing electrical power, telephone service, pipes, controls and interfaces.

Total Supplemental Appropriation Request \$169,003

Comment:

Mr. Paul Owsley of the Electronic Information Processing Steering Committee (EIPSC) advises that the above requests to purchase computer equipment do not require prior EIPSC approval because they fall under EIPSC's "Rule of Twenty." Under this rule, a City department or departmental division need not seek prior approval from EIPSC for the purchase of 20 or less computers within one year.

Recommendation: Approve the proposed ordinance.

Item 7 - File 101-94-56

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
Division of Mental Health, Substance Abuse and Forensics

Item: Supplemental Appropriation Ordinance appropriating \$1,722,243 of Medi-Cal and Medicare revenues for salaries, fringe benefits, medical service contracts, professional services, training, other non-personal services and materials and supplies to the Department of Public Health for (a) an augmentation of Mental Health Services and (b) to alleviate overcrowding in the Psychiatric Emergency Services Program at San Francisco General Hospital for FY 1994-95.

Amount: \$1,722,243

Source of Funds: Medi-Cal and Medicare revenues

Description: The DPH reports that over the past 12 months, there has been a 27 percent increase in the number of patients admitted per month to SFGH's Psychiatric Emergency Services (PES) Program, from an average of 582 admissions per month in 1993 to an average of 741 per month in 1994 (see Attachment). The DPH advises that the increased number of patients has resulted in a deterioration in patient care, a decrease in patient/staff safety, and increased stress on the Program staff. According to Ms. Ellen Busteed of SFGH's Department of Psychiatry, this patient increase is primarily a result of a substantial rise in volume of patients who are brought in by the Police Department for evaluation due to being a danger to themselves and others. The DPH advises that as the volume of patients has increased, the average length of stay of some of the patients at the PES Program has also increased from less than one full day to two to three days (72 hours). According to the DPH, the PES Program is not permitted under the Hospital's license to keep patients more than 23 hours. Ms. Busteed advises that to continue the current practice, the Hospital could be jeopardizing its license. According to Ms. Busteed, SFGH believes that the proposed supplemental appropriation request will significantly increase its capability to comply with this requirement.

Additionally, the DPH reports that the DPH's community-based mental health programs are also at capacity, with waiting lists for intensive day services. As such, under this proposed request, SFGH and DPH's Division of Mental Health, Substance Abuse and Forensics are proposing a plan

to expand and enhance the community-based mental health capacity and reduce the reliance on institutional care at SFGH. Such program expansion and enhancement would be funded by increased Medi-Cal and Medicare billings. According to Ms. Monique Zmuda of the DPH, this request does not represent a budget deficiency in the FY 1994-95 DPH budget but rather represents a combination of expanded services and new programs consisting of the following three components:

(1) A Psychiatric Emergency Service Safety Plan

Under this component, the SFGH Department of Psychiatry would collaborate with SFGH and the Division of Mental Health, Substance Abuse and Forensics to implement the following: (a) work with the Police Department on a plan to slow admissions during the PES Program's peak periods (b) discuss with other hospitals in San Francisco the option of evaluating and holding patients until such time as the PES Program can safely accept patient transfers, (c) increase inpatient and PES staffing in order to adequately handle the increase in inpatient admissions and PES patient admissions, (d) increase the acute psychiatric units by seven beds and (e) expand the Crisis Resolution Team. This Team, which is composed of Social Workers and Psychiatrists at SFGH, has responsibility for placing patients into the community who would otherwise be forced to remain in the acute psychiatric units or PES Program for extended periods.

(2) Medical Emergency High User Project

Under this component, the SFGH Department of Psychiatry proposes to initiate an intensive case management system to address the problems of the "high users" of emergency medical services. Based on a study conducted by SFGH a "high user" is defined as any individual within a 12-month time period who had 15 or more visits to the medical emergency room services at SFGH. Results of the study indicated that the majority of these patients were in need of substance abuse/or alcohol treatment, half of these patients were in need of case management and almost half would potentially benefit from a psychiatric medication evaluation. Under the proposed intensive case management system, the case managers would work collaboratively with the staff of the medical emergency room services in identifying appropriate patients and developing psychosocial interventions and linkages to more appropriate services in order to decrease utilization of the more expensive medical emergency services.

(3) Mental Health Community Care Service Enhancement

Under this component, the Division of Mental Health, Substance Abuse and Forensics is proposing the following:

- Development of a mobile crisis team;
- Development of urgent care capacity at mental health clinics;
- Increased community- based care coordinators;
- Increased staffing at residential treatment programs;
- Increased staffing at a Latino focused program,
- Increased intensive day treatment services for children,
- Increased residential care and case management,
- Development of support staff for women's housing project,
- Increased vocational services,
- Development of second Clubhouse Day Program (see details below).

This proposed supplemental appropriation request would appropriate \$1,722,243, as follows:

| | |
|------------------------------------|----------------|
| Permanent Salaries - Miscellaneous | \$150,464 |
| Permanent Salaries - Nurses | 177,457 |
| Premium Pay | 12,212 |
| Fringe Benefits | 57,386 |
| Professional Services | 499,716 |
| Training | 2,890 |
| Non-Personal Services | 81,195 |
| Materials and Supplies | 60,923 |
| Medical Service Contracts | <u>680,000</u> |
| Total | \$1,722,243 |

The following provides details of each of the foregoing funding requests:

Permanent Salaries - Miscellaneous \$150,464

This amount would fund the following existing vacant positions for the PES Program and Crisis Resolution Team (case management) and the Inpatient Psychiatric Units (for the increased beds) for the period January 1, 1995 to June 30, 1995:

| | |
|--|----------|
| Health Care Billing Clerk I (1 FTE) | \$15,000 |
| 2305 Psychiatric Technician (6.25 FTE) | 116,796 |

BOARD OF SUPERVISORS
BUDGET ANALYST

| | |
|--|-----------|
| 2312 Licensed Vocational Nurse (1 FTE) | 18,668 |
| Total | \$150,464 |

The Health Care Billing Clerk would be responsible for patient registration, appointment scheduling, processing of charge claims, and confirming eligibility for service. The Psychiatric Technicians would be responsible for the provision of PES and Crisis Resolution Team (CRT) nursing services (e. g., patient assessment, administering medication etc.). The Licensed Vocational Nurse would be responsible for providing PES nursing services (e. g., patient assessment and administering medication).

Permanent Salaries - Nurses **\$177,457**

This amount would fund 6.5 FTE existing vacant 2320 Registered Nurse positions for the PES Program for the period January 1, 1995 to June 30, 1995. These positions would be responsible for providing nursing services in the PES Program and the Inpatient Psychiatric Units (e. g., patient assessment, group therapy, administering medication etc.)

Premium Pay **\$12,212**

This amount would fund shift differential pay for the Psychiatric Technicians, Licensed Vocational Nurse and Registered Nurses.

Fringe Benefits **\$57,386**

This amount is equivalent to approximately 17.5 percent of total salaries of \$327,921 (\$150,464 plus \$177,457).

Professional Services **\$499,716**

This amount would be used to modify SFGH's existing contract with the University of California, San Francisco (UCSF) effective January 1, 1995 through June 30, 1995 to fund the following positions:

| | | |
|-----------------------|------------|-----------|
| <u>Classification</u> | <u>FTE</u> | |
| Social Worker | 7.5 | \$168,750 |

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

| | | |
|---------------------------|------|----------------|
| Psychiatrist | 1.87 | 102,850 |
| Case Manager | 2.0 | 40,000 |
| Peer Counselor | 2.5 | 30,000 |
| Evaluation Psychologist | 0.5 | 15,000 |
| Data Collection Assistant | 1.0 | 12,500 |
| Revenue Clerk | 2.0 | 27,500 |
| Fringe Benefits | | <u>103,116</u> |
| Total | | \$499,716 |

The above-noted contract staff would provide services to the PES Program, the Inpatient Psychiatric Unit, the Crisis Resolution Team and the Medical Emergency High User Project.

Training **\$2,890**

This amount would fund conference and seminar training for the 14.75 FTE staff that is to be hired.

Non-Personal Services **\$81,195**

This amount would fund (1) short term housing in a general assistance hotel for patients during treatment at the PES Program and Medical Emergency High User Project, (2) telephone costs (3) printing and reproduction (in-house), and (4) other miscellaneous costs.

Materials and Supplies **\$60,923**

This amount would fund patient care supplies, office supplies, office equipment, office furniture and computer equipment for the staff that is to be hired .

Medical Services Contracts **\$680,000**

This requested amount would fund the modification of the following existing community-based medical services contracts, effective March 1, 1995 to June 30, 1995 to enhance and expand the community-based mental health program capacity:

Westside Mental Health - Mobile Crisis Unit
(\$150,000)

BOARD OF SUPERVISORS
BUDGET ANALYST

This Unit would provide short term outpatient treatment interventions including medications to individuals who are unable or unwilling to go to a mental health clinic site. The Unit would operate seven days per week, with two shifts on weekdays and one shift on Saturdays and Sundays. It will also serve as a pre-hospital patient assessment unit, diverting individuals from the PES Program and acute in-patient psychiatric services whenever appropriate. Westside Mental Health would be paid a fee-for-service rate of \$149 for each of the estimated 1,007 outpatient visits.

Westside Mental Health 's current contract with the DPH is in the amount of \$2,236,397.

Westside Mental Health - Care Management
Capacity Enhancement (\$148,000)

DPH advises that care management assists in continuity of care and appropriate utilization of system resources for seriously mentally ill individuals through the activities of coordinators. Coordinators are required to make face-to-face contact with newly assigned patients while hospitalized to improve linkage to community-based services, authorize services in the community, and establish a plan for maintaining the care of the patient even as his/her service needs change over time. According to the DPH, enhanced managed care will reduce the fragmentation of care, reduce the need for acute in-patient care and assist individuals to remain in community-based programs. Westside Mental Health will be paid a fee-for-service rate of \$76 for each of the estimated 1,947 patient visits.

Family Service Agency - Project Re-entry
(\$30,000)

This project would provide case management services to patients who have been treated in out-of-county treatment facilities (e. g., Crestwood Vallejo located in Sonoma County and Canyon Manor located in Marin County) in order to integrate these patients back into the community. In addition, project staff would

provide consultation to the residential care providers serving these patients and coordinate the care provided to these patients by other treatment programs. Family Service Agency will be paid a fee-for-service rate of \$80 for each of the estimated 375 visits to residential care patients.

Family Service Agency's current contract with DPH is in the amount of \$3,742,049.

Bayview Hunters Point Foundation - Clubhouse Program (\$60,000)

This Program would provide socialization and vocational activities for seriously mentally ill individuals who have stabilized and are able to use a less intensive service. Bayview Hunters Point Foundation will be paid a fee-for-service rate of \$51 for each of the estimated 1,176 day treatment units.

Bayview Hunters Point Foundation's current contract with DPH is in the amount of \$4,040,662.

Instituto Familiar de la Raza - Latino Focus Program Enhancement (\$28,000)

This community-based agency would provide enhanced outpatient psychiatric nursing services to patients. Instituto Familiar de la Raza will be paid a fee-for-service rate of \$99 for each of the estimated 283 outpatient visits.

Instituto Familiar de la Raza's current contract with DPH is in the amount of \$378,307.

Progress Foundation- Acute Residential Services (\$90,000)

Progress Foundation will provide enhanced residential treatment services in order to serve more patients discharged from acute care and Institute for Mental Disease (IMD) facilities (e. g., Crestwood Vallejo and Canyon Manor). Progress Foundation will be paid a fee-for-service rate of \$206 for each of the estimated 437 residential treatment days.

Progress Foundation's current contract with DPH is in the amount of \$4,533,574.

Edgewood Children Center (\$67,000)

Edgewood Children Center would provide enhanced intensive day treatment services for children. Such day treatment services would include counseling, educational services and psychiatric treatment. Edgewood will be paid a fee-for-service rate of \$73 for each of the estimated 918 day treatment visits.

Edgewood Children Center's current contract with DPH is in the amount of \$1,833,884.

St. Mary's Hospital - McAuley Clinic (\$67,000)

St. Mary's Hospital's McAuley Clinic would provide enhanced day treatment (i. e., counseling, educational services, psychiatric treatment) and aftercare (i. e., client follow-up home visits and counseling services for client family members) to children who would otherwise be hospitalized in acute inpatient services. St. Mary's Hospital will be paid a fee-for-service rate of \$225 for each of the estimated 298 day treatment and after care days.

St. Mary's - McAuley Clinic's current contract with DPH is in the amount of \$416,880.

St. Pauli's Women's Shelter (\$40,000)

St. Pauli's Women's Shelter would provide mental health services for the women and their children who are served at this shelter. Such services would include linking the program clients to community-based mental health services in order to insure that clients who are mentally ill and homeless receive appropriate treatment services. St. Pauli's Women's Shelter would be paid a fee-for-service rate of \$40 for each of the estimated 1,000 hours of staff support service.

St. Pauli's Women's Shelter's current contract with DPH is in the amount of \$30,000.

Total Request

\$1,722,243

Comments:

1. As noted above, the proposed expenditures for Permanent Salaries - Miscellaneous and Permanent Salaries - Nurses were based on the staff being hired by January 1, 1995. Ms. Busteed now advises that the staff will be hired effective March 1, 1995. As such, the amount required for Permanent Salaries - Miscellaneous is \$100,309 or \$50,155 less than the requested \$150,464 and the amount required for Permanent Salaries - Nurses is \$118,305 or \$59,152 less than the requested \$177,457. Based on this decrease in salaries, the amount requested for Fringe Benefits should be reduced by \$19,129 from \$57,386 to \$38,257 and the amount requested for Premium Pay should be reduced by \$4,071 from \$12,212 to \$8,141. The amount requested for Non-Personal Services should also be reduced by \$5,812 from \$81,195 to \$75,383 because, based on the staff not being hired until March 1, 1995, reduced expenditures will be incurred against this account. Additionally, Ms. Busteed advises that the modification to the UCSF contract would not become effective until March 1, 1995. Accordingly, the amount requested for Professional Services should be reduced by \$166,572 from \$499,716 to \$333,144.
2. The Medi-Cal and Medicare revenue amounts contained in the proposed supplemental appropriation request should also be adjusted to reflect the revised expenditure amounts.
3. As of the writing of this report, the SFGH was unable to provide specific budget details for the requested training and the Non-Personal Services expenditures. As such, the Budget Analyst recommends that these monies be placed on reserve pending the SFGH's submission of the budget details for these two accounts.

Recommendation:

1. Amend the proposed ordinance to reduce the supplemental appropriation request as follows: (1) reduce Permanent Salaries - Miscellaneous by \$50,155 from \$150,464 to \$100,309, (2) reduce Permanent Salaries - Nurses by \$59,152 from \$177,457 to \$118,305, (3) reduce Fringe Benefits by \$19,129 from \$57,386 to \$38,257, (4) reduce Premium Pay by \$4,071 from \$12,212 to \$8,141, (5) reduce Non-Personal Services by \$5,812 from \$81,195 to \$75,383, and (6) reduce Professional Services by \$166,572 from \$499,716 to \$333,144, for a total reduction of \$304,891 from \$1,722,243 to \$1,417,352,

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

2. Amend the proposed ordinance to (1) reduce the Medi-Cal revenue amount by \$222,504 from \$1,440,610 to \$1,218,106 and (2) reduce the Medicare revenue amount by \$82,387 from \$281,633 to \$199,246 for a total reduction of \$304,891. Additionally, amend the proposed ordinance to reduce the Medi-Cal transfer out amount of \$760,610 by \$222,504 to \$538,106 to correspond to the \$222,504 reduction in the total Medi-Cal revenue amount.

3. Amend the proposed ordinance to place \$2,890 for training and \$75,383 for Non-Personal Services on reserve pending the SFGH's submission of budget details.

3. Approve the proposed ordinance as amended.

Attachment

SAN FRANCISCO GENERAL HOSPITAL
DEPARTMENT OF PSYCHIATRY
PSYCHIATRIC EMERGENCY SERVICES
ADMISSIONS AND LOS

| Admissions | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|------------|------|------|-------|-------|-----|------|------|------|-------|------|------|------|-------|
| 1993 * | 435 | 404 | 509 | 439 | 476 | 429 | 639 | 818 | 710 | 726 | 870 | 727 | 6882 |
| 1994 ** | 734 | 665 | 731 | 785 | 850 | 732 | 808 | 794 | 688 | 621 | 741 | 741 | 6890 |

% Increase in the volume of admissions from 1993 to 1994 = 27%

1994

| Avg. Length of Stay | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|------------------------------------|------|------|-------|-------|------|------|------|------|-------|------|------|------|-------|
| Avg. LOS (hrs) | 18.7 | 18.2 | 17.8 | 18.3 | 19.2 | 17.4 | 19.7 | 18.9 | 18.7 | 19.4 | 19 | 19 | 18 |
| % of Pts Staying: 1 to 21 hours | 82% | 74% | 64% | 86% | 57% | 69% | 61% | 62% | 63% | 63% | 64% | 64% | 64% |
| 22 to 73 hours | 38% | 26% | 36% | 34% | 43% | 31% | 39% | 38% | 37% | 37% | 36% | 36% | 36% |

* Average monthly admissions - 582

** Average monthly admissions - 741

Nov & Dec 1994 are estimated based on averages from Jan - Oct 1994

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

Item 8 - File 101-94-57

Department: Mayor's Office

Item: Supplemental Appropriation Ordinance appropriating \$50,000 from the General Fund Reserve to provide earthquake relief monies to Japan in FY 1994-95.

Amount: \$50,000

Source of Funds: General Fund - General Fund Reserve

Description: The proposed supplemental appropriation request in the amount of \$50,000 would be donated to the government of Japan to be used for earthquake relief in connection with the major earthquake that was centered in the area of Kobe Japan, on January 17, 1995. Ms. Theresa Lee of the Mayor's Office advises that since San Francisco has an established sister city relationship with the City of Osaka, the Mayor's Office is proposing that the \$50,000 for the Kobe earthquake disaster be transmitted to the Mayor of Osaka, to be used for earthquake relief efforts as the Mayor deems appropriate. Ms. Lee notes that Osaka is among the cities that incurred damage as a result of the earthquake.

Comments: Ms. Lee advises that Japan previously donated approximately \$2 million in public and private funds to San Francisco for earthquake relief following the October, 1989 Loma Prieta earthquake that occurred in San Francisco.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

Item 9 - File 100-95-1

Department: Board of Supervisors

Item: Motion authorizing and directing the Clerk of the Board to file with the Controller the budget estimates for FY 1995-96 for the Board of Supervisors.

Description: The Clerk of the Board of Supervisors will make a presentation of the recommended FY 1995-96 budget for the Board of Supervisors directly to the Budget Committee. The Budget Analyst will review and report on this budget in detail, along with all other departmental budgets, to the Budget Committee in June of 1995 during the Committee's annual budget hearings.

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

Items 10 and 11 - Files 101-90-128.1 and 101-93-88.1

Department: Department of Public Works (DPW)
Fire Department

Items: Item 10, File 101-90-128.1 - Release of reserved funds in the amount of \$1,374,580, for the purpose of funding Fire Station No. 44 construction contract.

Item 11, File 101-93-88.1 - Release of reserved funds in the amount of \$140,500, for the purpose of funding Fire Station No. 44 construction contract.

| | | |
|-----------------|----------------------------|-------------|
| Amounts: | Item 10, File 101-90-128.1 | \$1,374,580 |
| | Item 11, File 101-93-88.1 | 140,500 |
| | Total | \$1,515,080 |

Source of Funds: 1989 Earthquake Safety Bond Program Fund

Description: The Board of Supervisors previously approved a supplemental appropriation request in the amount of \$6,500,000, from 1989 Earthquake Safety Bonds for the 1989 Earthquake Safety Bond Program Phase One (File 101-90-128). At the same time, the Board of Supervisors placed \$4,098,535 earmarked for contractual services on reserve pending the selection of contractors, determination of their MBE/WBE status and contract cost details. The DPW is now requesting that \$1,374,580 of the \$4,098,535 be released from reserve to fund construction work on Fire Station No. 44 located at 1298 Girard Street. Such construction work will consist of renovating and seismically strengthening the existing 5,580 square foot facility and constructing a 4,422 square foot addition to the facility to provide expanded living space for the firefighters and for parking space for a second fire truck. Therefore, the renovated facility will have 10,002 square feet.

The Board of Supervisors also previously approved a supplemental appropriation request in the amount of \$1,400,000 from accrued interest from the four bond sales of the 1989 Earthquake Safety Bonds for the 1989 Earthquake Safety Bond Program Phase One (File 101-93-88). At the same time the Board of Supervisors placed \$331,500 earmarked for contractual services on reserve pending the selection of contractors, determination of their MBE/WBE status and contract cost details. The DPW is now requesting that \$140,500 of the \$331,500 be released from reserve to fund the construction work on Fire Station 44 as noted above. The \$140,500 plus the requested \$1,374,580 would bring the

Memo to Budget Committee
February 1, 1995 Budget Committee Meeting

total amount available for this construction project to \$1,515,080.

The DPW advises that, through its competitive bid process, it has selected Chiang C. M. Construction, an MBE/LBE firm, based on the lowest base bid amount of \$1,462,000. The DPW reports that in addition to Chiang C. M. Construction, eight other firms submitted bids as follows:

| <u>Name of Firm</u> | <u>Base Bid Amount</u> |
|---|------------------------|
| Westbay Builders/D. Stewart, JV (WBE/LBE) | \$1,550,000 |
| Gomez-Chapot Construction, JV (MBE/LBE) | \$1,666,000 |
| A. R. Construction (MBE/LBE) | \$1,680,000 |
| Dennis J. Amoros/Marinship, JV (MBE/LBE) | \$1,741,000 |
| Lem Construction (MBE/LBE) | \$1,763,000 |
| A. Ruiz Construction (MBE/LBE) | \$1,860,000 |
| Cuevas-Mannion Construction, JV (MBE/LBE) | \$1,928,000 |
| Cico/R&W, JV (MBE/LBE) | \$1,946,496 |

| | | |
|----------------|-------------------------------------|-------------|
| Budget: | Construction Contract | \$1,462,000 |
| | Contingency (see Comment # 2 below) | 53,080 |
| | Total | \$1,515,080 |

Comments: 1. Mr. Roger Wong of the DPW reports that the total estimated project costs including construction costs for Fire Station No. 44 is \$2,321,537 or \$806,457 more than the \$1,515,080, which is the subject of this request. According to Mr. Wong, of the \$806,457 balance, \$584,120 is included in DPW's FY 1994-95 budget. Of the remaining \$222,337, \$172,537 will be the subject of a future supplemental appropriation request from interest accrued from the sale of 1989 Earthquake Safety Bond funds and \$49,800 will be the subject of a future release of reserved funds from a combination of State Hazard Mitigation Grant funds and interest accrued from 1986 Fire Protection Bonds. Mr. Wong advises that the \$2,321,537 would be expended as follows: Construction Contract (\$1,462,000), Construction Contingency (\$219,300), Design (\$323,282), Construction Management, Inspection, and Testing, DPW (\$192,712), Asbestos Abatement (\$42,590), Miscellaneous - e. g., moving costs, permits, art enrichment (\$81,653). Mr. Wong notes that the project budget includes a construction contingency amount of \$219,300 or 15 percent of the construction contract amount of \$1,462,000 to allow for unforeseen sub-structural (underground) work and because of the unknown extent of hidden asbestos and possible dry rot in the Fire Station.

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Memo to Budget Committee

February 1, 1995 Budget Committee Meeting

2. The \$53,080 requested for construction contingency funds is part of the total estimated 15 percent contingency costs of \$219,300.

3. Mr. Wong advises that the expanded living quarters for the firefighters includes a separate washroom, including two showers, two toilets and two basins, and a separate locker room including five lockers (space will permit expansion to nine lockers) for women firefighters.

4. The DPW advises that construction on Fire Station No. 44 is scheduled to commence in March of 1995 and is expected to be completed by February of 1996.

Recommendation: Approve the proposed releases of reserved funds in the total amount of \$1,515,080.

Memo to Budget Committee
February 1, 1995

Item 12 - File 101-92-3.3

Department: Department of Public Works (DPW)

Item: Requesting release of reserved funds in the amount of \$1,505,000 to fund the construction contract for Fire Station No. 36 and the removal of a fuel tank.

Amount: \$1,505,000

Source of Funds: 1989 Earthquake Safety Program Bond Proceeds, Phase I

Description: In August of 1992, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-92-3) which appropriated \$6,100,000 in 1989 Earthquake Safety Program, Phase I bond proceeds for various capital improvement projects at Fire Station No. 36, Fire Station No. 40, Old Fire Station No. 21, Pump Station No. 1 and the California Academy of Sciences - Research Wing. Of the \$6,100,000, \$5,252,864 was placed on reserve for construction contracts, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. The Budget Committee has thus far released \$1,768,808 in reserved funds, thereby leaving a balance on reserve of \$3,484,056.

The Department of Public Works (DPW) is now requesting the release of \$1,505,000 from the previously reserved funds, for the purpose of funding the construction contract for Fire Station No. 36, located at 109 Oak Street.

| | | |
|----------------|---|---------------|
| Budget: | General Construction Contract | \$1,149,776 |
| | Construction Contingency (15%) | 172,466 |
| | DPW Construction Services (See Comment No. 4) | 147,758 |
| | Fuel Tank Removal (See Comment No. 5) | <u>35,000</u> |
| | Total | \$1,505,000 |

Comments: 1. The construction contract for Fire Station No. 36 was awarded to Gomez-Chapot Construction, a Joint Venture, which was the low bidder. Gomez Construction is an MBE firm and would be allocated \$209,846 or 18.3 percent of the \$1,149,776 contract. Chapot Construction is not an MBE or WBE firm and would be allocated \$201,617 or 17.5 percent of the \$1,149,776 contract. A list of the prime and subcontractor allocations, including their MBE/WBE status, is as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 1, 1995

| <u>Name of Contractor</u> | <u>MBE/WBE Status</u> | <u>% of Contract</u> | <u>Amount</u> |
|---|-----------------------|----------------------|---------------------------|
| <u>Prime Contractor:</u> | | | |
| Gomez-Chapot Construction, a Joint Venture: | | | |
| Gomez Construction | MBE | 18.3 | \$209,846 |
| Chapot Construction | -- | 17.5 | 201,617 |
| Subtotal - Prime Contractor | | 35.8 | \$411,463 |
| <u>MBE/WBE Subcontractors:</u> | | | |
| Pan Marine Construction (excavation) | WBE | 12.1 | \$139,600 |
| City Lumber (doors & hardware) | MBE | 1.1 | 13,100 |
| Golden Gate Glass (glass & glazing) | WBE | 0.6 | 6,962 |
| Pacific Shores (plaster) | MBE | 4.7 | 54,391 |
| Chen Plumbing | MBE | 3.0 | 34,200 |
| Lem Construction (heating) | MBE | 15.7 | 181,000 |
| G. C. Electric | MBE | 7.7 | 88,000 |
| Subtotal - MBE/WBE Subcontractors | | 44.9 | 517,253 |
| <u>Other Subcontractors:</u> | | | |
| Triad (asbestos removal) | -- | 6.0 | \$68,500 |
| Pacific Structures (demolition) | -- | 3.6 | 41,000 |
| Danco (water proofing) | -- | 0.2 | 2,050 |
| Coast Insulation | -- | 0.1 | 1,733 |
| S. C. R. (roofing) | -- | 1.2 | 13,789 |
| Hawking (ceilings) | -- | 0.1 | 1,700 |
| Superior (tile) | -- | 1.4 | 15,888 |
| Associates (terrazo) | -- | 3.8 | 43,250 |
| Floor Con (sheet vinyl) | -- | 1.6 | 18,370 |
| Thompson (paint) | -- | 1.3 | 14,780 |
| Subtotal - Other Subcontractors | | 19.3 | 221,060 |
| TOTAL | | 100.0 | <u>\$1,149,776</u> |

2. The nine responsive bidders and the bid amounts are as follows:

| <u>Name</u> | <u>Bid Amount</u> |
|---|-------------------|
| Gomez-Chapot Construction, JV (MBE) | \$1,149,776 |
| Lem Construction, Inc. (MBE) | 1,185,100 |
| Angotti & Reilly | 1,187,000 |
| West Bay Builders/D. Stewart Thompson, JV (WBE) | 1,197,500 |
| Rhodes & Kesling | 1,230,209 |
| Nibbi Brothers - Tom Construction, JV (MBE) | 1,279,221 |
| King Yip Construction (MBE) | 1,303,300 |
| A. R. Construction | 1,316,771 |
| A. Ruiz Construction (MBE) | 1,319,000 |

3. Mr. Roger Wong of DPW reports that the \$172,466 budgeted for the construction contingency (15.0 percent of the construction contract) for Fire Station No. 36 is higher than the usual ten percent contingency because, based on past experience on similar construction projects, the construction

BOARD OF SUPERVISORS
BUDGET ANALYST

contractor is likely to come across unforeseen conditions, such as the presence of asbestos, contaminated soil, lead paint, and other hazards, which will have to be removed. Mr. Wong advises that the Department is uncertain how much of this type of work will ultimately be required, and thus is requesting a higher contingency amount.

4. A breakdown of DPW construction services, for a total request of \$147,758, is as follows:

| | |
|---|---------------|
| DPW Bureau of Architecture (BOA) - | \$59,758 |
| administration (776 hours @ \$77 per hour) | |
| DPW Bureau of Construction Management (BCM) - | |
| construction management and inspection (1,100 | |
| hours @ \$80 per hour) | <u>88,000</u> |
| Total | \$147,758 |

5. DPW advises that a fuel tank must be removed from the underneath the sidewalk adjacent to Fire Station No. 36 prior to construction, at an estimated cost of \$35,000. The breakdown for this amount is as follows:

| | |
|---|---------------|
| DPW BCM - project management and coordination | |
| (33 hours @ \$76 per hour) | \$2,500 |
| Consulting/construction contract | <u>24,100</u> |
| Subtotal | \$26,600 |
| Construction contingency (31.6%) | <u>8,400</u> |
| Total | \$35,000 |

Through an RFP process, the contract for the fuel tank removal was awarded to Roger Foott, Inc., which is not an MBE or WBE firm. Roger Foott, Inc. will be performing technical oversight and project management services and will prepare various reports, at an estimated cost of \$6,400 (80 hours at an hourly rate of \$80 per hour). In addition, Roger Foott, Inc. is subcontracting 73.4 percent or \$17,700 of the contract to L & W Contractors, a WBE firm. L & W Contractors will be responsible for removing the fuel tank.

According to Mr. Wong, the removal of the fuel tank will require the removal of contaminated soil from underneath the sidewalk. Mr. Wong advises that the Department is uncertain how much contaminated soil will ultimately have to be removed, and based on past experience on similar construction projects, is requesting the higher contingency amount.

6. As noted above, the Board of Supervisors previously reserved \$5,252,864 for construction contracts. This amount

included \$645,000 for Fire Station No. 36, \$860,000 for Old Fire Station No. 21, and \$3,747,864 for various other construction contracts. Old Fire Station No. 21 is located at 1152 Oak Street and is currently being used as a physical training facility by the Fire Department. However, because of additional construction costs resulting from the need for extra structural work at Fire Station No. 36, the Fire Commission has approved a resolution authorizing the reallocation of the \$860,000 reserved for the Old Fire Station No. 21 construction contract to the Fire Station No. 36 construction contract. According to Assistant Chief James Lynch of the Fire Department, the Fire Department expects that the \$860,000, originally reserved for Old Fire Station No. 21, will be replaced when the Fire Department receives State Hazardous Mitigation Grant funds in June of 1995.

Recommendation: Approve the requested release of reserved funds in the amount of \$1,505,000.

Memo to Budget Committee
February 1, 1995

Item 13 - File 101-92-42.1

Department: Public Utilities Commission (PUC)
Water Department

Item: Requesting release of reserved funds in the amount of \$550,000 for the San Andreas Water Treatment Plant Project.

Amount: \$550,000

Source of Funds: 1985 Water Revenue Bond Interest Earnings

Description: In March of 1993, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-92-42) which appropriated \$3,100,000 in 1985 Water Revenue Bond interest earnings for two Water Department capital improvement projects. Of the \$3,100,000, \$550,000 was placed on reserve, pending the submission of cost details and the MBE/WBE status of the contractors.

The Public Utilities Commission (PUC) is now requesting the release of the \$550,000 in previously reserved funds for the San Andreas Treatment Plant Project (See Comment No. 2).

Budget:

I. Slope Stabilization

This amount will fund construction services to retard the erosion of the hillside between residential properties and the underground treated water reservoir, as part of the environmental mitigation agreement with Millbrae residents. A breakdown of this request for \$224,000 is as follows:

| | |
|---|------------------|
| Construction Contract | \$154,000 |
| Utilities Engineering Bureau (UEB) - contractor scheduling, inspection, technical oversight and project mgmt. | 51,000 |
| Water Department - review of work; surveying to provide field layout, grade checking and as-built data | 11,000 |
| Department of Public Works (DPW) - landscape architecture consultation and oversight for revegetation; materials testing for fill compaction | <u>8,000</u> |
| Total - Slope Stabilization | \$224,000 |

BOARD OF SUPERVISORS
BUDGET ANALYST

II. Ozone Destruct Unit

A new ozone facility was added to the San Andreas Water Treatment Plant as part of the Expansion Project. When this equipment was placed into operation, excessive ozone gas was escaping into the atmosphere. An additional ozone destruct unit and temporary baffles and enclosures were added at various locations. An ozone destruct unit is equipment which converts ozone to oxygen prior to releasing it into the atmosphere. Since this has effectively reduced the escape of ozone gas to an acceptable level, Water Department crews will replace the temporary structures with permanent stainless steel and concrete structures. The \$100,000 request is for labor and materials, as follows:

| | |
|--|------------------|
| Procure and install additional Ozone Destruct Unit | \$45,000 |
| Remove temporary baffles and enclosure | 5,000 |
| Procure and install stainless steel baffles | 30,000 |
| UEB engineering and management services | 5,000 |
| Drain and provide air ventilation at ozone contactor structure | <u>5,000</u> |
| Subtotal | \$90,000 |
| Contingency (11.1%) | <u>10,000</u> |
| Total - Ozone Destruct Unit | \$100,000 |

III. Correction of Safety Hazards

Improvements in the adit structures at the San Andreas Water Treatment Plant were completed as part of the Expansion Project. Adit structures are concrete cylinder structures which contain pipes to transport water. Upon completion of this work, safety hazards were identified by Water Department staff and confirmed by the PUC Health and Safety Office. These hazards, which result from (a) missing guardrails, (b) inadequate clearance around ladders, (c) gaps in flooring around valves and other equipment, (d) obstructions in work areas, and (e) the unsafe location of electrical boxes, must be corrected before personnel are allowed to enter the adits. A breakdown of this \$45,000 request is as follows:

Memo to Budget Committee
February 1, 1995

| | |
|---|--------------|
| DPW - modify exhaust vents, handrails, ladders and fiberglass grates | \$28,000 |
| DPW - electrical safety improvements | 8,000 |
| UEB engineering, inspection and mgmt. | 2,500 |
| Water Department - misc. labor | <u>2,500</u> |
| Subtotal | \$41,000 |
| Contingency (9.8%) | <u>4,000</u> |

Total - Correction of Safety Hazards **45,000**

TOTAL REQUEST **\$369,000**

Comment:

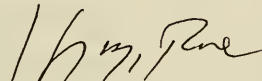
1. The construction contract for slope stabilization was awarded to Pan-Marine Constructors, Inc. Pan-Marine Constructors, Inc. is not an MBE or WBE firm. A list of the prime and subcontractor allocations, including their MBE/WBE status, is as follows:

| <u>Name of Contractor</u> | <u>MBE/WBE Status</u> | <u>% of Contract</u> | <u>Amount</u> |
|-------------------------------|---------------------------|--------------------------|---------------|
| <u>Prime Contractor:</u> | | | |
| Pan-Marine Constructors, Inc. | -- | 75.9 | \$116,900 |
| <u>Subcontractors:</u> | | | |
| A & R Construction | MBE | 14.4 | \$22,100 |
| Greenleaf Trucking | WBE | 1.9 | 3,000 |
| Cence Landscape Contr. | WBE | <u>7.8</u> | <u>12,000</u> |
| Subtotal - Subcontractors | | 24.1 | <u>37,100</u> |
| Total - Construction Contract | | <u>100.0</u> | \$154,000 |

2. Mr. Jeff Pera of the PUC advises that the request to release \$550,000 in reserved funds is incorrect and that only \$369,000 is actually needed. As such, the requested release of reserved funds should be reduced by \$181,000, from \$550,000 to \$369,000.

Memo to Budget Committee
February 1, 1995

- Recommendation:**
1. Reduce the requested release of reserved funds by \$181,000, from \$550,000 to \$369,000.
 2. Approve the release of reserved funds in the amount of \$369,000.


Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

95
01011
REVISED

Item 7 - File 101-94-56

Total Request

\$1,722,243

Comments:

1. As noted above, the proposed expenditures for Permanent Salaries - Miscellaneous and Permanent Salaries - Nurses were based on the staff being hired by January 1, 1995. Ms. Busted now advises that the staff will be hired effective March 1, 1995. As such, the amount required for Permanent Salaries - Miscellaneous is \$100,309 or \$50,155 less than the requested \$150,464 and the amount required for Permanent Salaries - Nurses is \$118,305 or \$59,152 less than the requested \$177,457. Based on this decrease in salaries, the amount requested for Fringe Benefits should be reduced by \$19,129 from \$57,386 to \$38,257 and the amount requested for Premium Pay should be reduced by \$4,071 from \$12,212 to \$8,141. The amount requested for Non-Personal Services should also be reduced by \$27,065 from \$81,195 to \$54,130 because, based on the staff not being hired until March 1, 1995, reduced expenditures will be incurred against this account. Additionally, Ms. Busted advises that the modification to the UCSF contract would not become effective until March 1, 1995. Accordingly, the amount requested for Professional Services should be reduced by \$166,572 from \$499,716 to \$333,144.

2. The Medi-Cal and Medicare revenue amounts contained in the proposed supplemental appropriation request should also be adjusted to reflect the revised expenditure amounts.

3. As of the writing of this report, the SFGH was unable to provide specific budget details for the requested training expenditures. As such, the Budget Analyst recommends that these monies be placed on reserve pending the SFGH's submission of the budget details for these two accounts.

Recommendation:

1. Amend the proposed ordinance to reduce the supplemental appropriation request as follows: (1) reduce Permanent Salaries - Miscellaneous by \$50,155 from \$150,464 to \$100,309, (2) reduce Permanent Salaries - Nurses by \$59,152 from \$177,457 to \$118,305, (3) reduce Fringe Benefits by \$19,129 from \$57,386 to \$38,257, (4) reduce Premium Pay by \$4,071 from \$12,212 to \$8,141, (5) reduce Non-Personal Services by \$27,065 from \$81,195 to \$54,130, and (6) reduce Professional Services by \$166,572 from \$499,716 to \$333,144, for a total reduction of \$326,144 from \$1,722,243 to \$1,396,099.

**BOARD OF SUPERVISORS
BUDGET ANALYST**

DOCUMENTS DEPT.

FEB 2 1995

SAN FRANCISCO
PUBLIC LIBRARY

2. Amend the proposed ordinance to (1) reduce the Medi-Cal revenue amount by \$243,757 from \$1,440,610 to \$1,196,853 and (2) reduce the Medi-Care revenue amount by \$82,387 from \$281,633 to \$199,246 for a total reduction of \$326,144. Additionally, amend the proposed ordinance to reduce the Medi-Cal transfer out amount of \$760,610 by \$243,757 to \$516,853 to correspond to the \$243,757 reduction in the total Medi-Cal revenue amount.

3. Amend the proposed ordinance to place \$2,890 for training on reserve pending the SFGH's submission of budget details.

3. Approve the proposed ordinance as amended.

SE
S90.07
#2
2/8/95

MINUTES

REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, FEBRUARY 8, 1995 - 1:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGIORE HOBSON

DOCUMENTS DEPT

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

TIME MEETING CONVENED: 1:06 P.M.

1. File 100-94-21 [Controller's Report] Hearing to consider the Controller's six month report on the status of the City's Budget.

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Ed Harrington, Controller; Dr. Sandra Hernandez, Director of Health, Department of Public Health; Teresa Serata, Director of Finance, Office of the Mayor; Honorable Arlo Smith, District Attorney; Harvey Rose, Budget Analyst. UNION REPRESENTATIVES: LaWanda Preston, Local 790; Linda Jo Fuco, Local 21. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. FILED.

VOTE: 3-0.

2. File 100-94-19. [Anticipated Supplemental Requests] Hearing to consider anticipated Supplemental Requests from various departments and the Mayor's recommendation concerning these requests. (Supervisor Hsieh)
(Continued from 2/1)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Ed Harrington, Controller; Dr. Sandra Hernandez, Director of Health, Department of Public Health; Teresa Serata, Director of Finance, Office of the Mayor; Honorable Arlo Smith, District Attorney; Harvey Rose, Budget Analyst. UNION REPRESENTATIVES: LaWanda Preston, Local 790; Linda Jo Fuco, Local 21. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. FILED.

VOTE: 3-0.

3. File 101-94-54. [Appropriation, War Memorial] Ordinance appropriating \$73,520, War Memorial, from the General Fund Reserve for other non-personal services to allow the Real Estate Department to provide security services for fiscal year 1994-95. (Controller) RO #94161
(Continued from 2/1)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Teresa Serata, Director of Finance, Office of the Mayor. UNION REPRESENTATIVE: LaWanda Preston, Local 790. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO MARCH 1, 1995, MEETING.

VOTE: 3-0.

4. File 101-94-42. [Appropriation, Department of Public Works] Ordinance appropriating \$18,022,000, Department of Public Works, of 1990 Earthquake Safety Bond proceeds to Capital Improvement Projects (City Hall Seismic Upgrade and Zoo Design and Construction), for fiscal year 1994-95. RO #94126 (Controller)
(Continued from 1/4)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Mary Gin Starkweather, Human Rights Commission; James Fields, Human Rights Commission; Karen Cubeck, Department of Public Works; Marla Joes, Facilities Coordinator, San Francisco Zoo; Ted Lakey, Deputy City Attorney. IN SUPPORT: None. OPPOSED: Emeric Kalman; Joan Geraldo, Marina Improvement Association.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Add a Section 2 to place a reserve of \$6,700,000 for Zoo Subsurface Infrastructure pending selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. (TO BOARD AS A COMMITTEE REPORT, MONDAY, FEBRUARY 13, 1995.)
AMENDED TITLE: "Ordinance appropriating \$18,022,000 of 1990 Earthquake Safety Bond Proceeds to capital improvement projects (City Hall Seismic Upgrade and Zoo Design and Construction) for the Department of Public Works for fiscal year 1994-95; placing a reserve of \$6,700,000.

VOTE: 3-0.

5. File 101-91-74.8. [Reserved Funds, Dept of Public Works] Hearing requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$5,265,038, for the purpose of funding the City Hall seismic retrofit and earthquake damage repair construction contract. (Department of Public Works)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Mary Gin Starkweather, Human Rights Commission; James Fields, Human Rights Commission; Karen Cubeck, Department of Public Works; Marla Joes, Facilities Coordinator, San Francisco Zoo; Ted Lakey, Deputy City Attorney. IN SUPPORT: None. OPPOSED: Emeric Kalman; Joan Geraldo, Marina Improvement Association.

ACTION: HEARING HELD. AMENDED. APPROVED RELEASE OF RESERVE AS AMENDED. Reduce release of reserve to \$2,512,251. FILED.

VOTE: 3-0.

6. File 101-92-74.2. [Reserved Funds, Dept of Public Works] Hearing requesting release of reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$25,624,000, for the purpose of funding the City Hall seismic retrofit and earthquake damage repair construction contract. (Department of Public Works)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Mary Gin Starkweather, Human Rights Commission; James Fields, Human Rights Commission; Karen Cubeck, Department of Public Works; Marla Joes, Facilities Coordinator, San Francisco Zoo; Ted Lakey, Deputy City Attorney. IN SUPPORT: None. OPPOSED: Emeric Kalman; Joan Geraldo, Marina Improvement Association.

ACTION: HEARING HELD. APPROVED RELEASE OF \$25,624,000. FILED.

VOTE: 3-0.

7. File 101-94-58. [Appropriation, Police Department] Ordinance appropriating \$1,921,844, Police Department, from the General Fund Reserve, for salaries, fringe benefits, other non-personal services, materials and supplies and services of other departments, and rescinding \$200,000 from Court overtime to increase staffing for fiscal year 1994-95. RO #94173. (Controller)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO MARCH 1, 1995, MEETING.

VOTE: 2-1. (Supervisor Bierman absent)

8. File 101-94-59. [Appropriation, Department of Public Health] Ordinance appropriating \$3,670,238, Department of Public Health, Mental Health, of Medi-Cal and Medi-Care revenues to salaries, fringe benefits, telephones, medical services contracts and equipment for the creation and deletion of one (1) position for Mental Health Managed Care in fiscal year 1994-95. RO #94157. (Department of Public Health)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Jeff Jew, Deputy Director for Mental Health Services, Department of Public Health. IN SUPPORT: None. OPPOSED: John O'Brien.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. (TO BOARD AS COMMITTEE REPORT, MONDAY, FEBRUARY 13, 1995.) Reduce appropriation by \$420. In the title, delete the word "Medi-Care". Add sections to provide for retroactively and placing \$111,728 on reserve. NEW TITLE: "Ordinance appropriating \$3,669,818 of Medi-Cal revenue to salaries, fringe benefits, telephones, medical services contracts and equipment for the creation and deletion of one (1) position for Mental Health Managed Care in fiscal year 1994-95; providing for retroactively and placing \$111,728 on reserve."

VOTE: 3-0.

9. File 102-94-10. [Annual Salary Ordinance, Department of Public Health] Ordinance amending Ordinance 293-94 (Annual Salary Ordinance, 94/95) Department of Mental Health, Community Mental Health Services, reflecting the addition of one position (Classification 1819 MIS III; and deletion of Classification 1844 Sr. Management Assistant; companion measure to File 101-94-59. (Department of Human Resources)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Jeff Jew, Deputy Director for Mental Health Services, Department of Public Health. IN SUPPORT: None. OPPOSED: John O'Brien.

ACTION: HEARING HELD. RECOMMENDED. (TO BOARD AS COMMITTEE REPORT, MONDAY, FEBRUARY 13, 1995.)

VOTE: 3-0.

10. File 101-92-10.6. [Release of Reserves, New Main Library Construction] Hearing requesting release of reserved funds (1988 Library Improvement Bond Program), Public Library, in the amount of \$1,325,567, for various costs associated with the new Main Library construction project. (Public Library)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey, Rose, Budget Analyst; Jim Chang, Project Manager, New Main Library, Department of Public Works. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. APPROVED RELEASE OF RESERVE OF \$1,325,567. FILED.

VOTE: 3-0.

11. File 23-95-1. [Waive Statute of Limitations, \$101] Resolution waiving the statute of limitations with respect to payment of certain warrants of the City and County of San Francisco, the sum of \$101 a legal obligation of the City and County of San Francisco. (Carter W. Baum, deceased; Payee, Sharon Ann Baum, spouse.) (Controller)

SPEAKERS: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

12. File 84-95-1. [Property Acquisition, Bernal Heights Property] Resolution authorizing purchase agreement for acquisition of real property located in Bernal Heights and identified as City and County of San Francisco Assessor's Block 5556, Lots 28, 29 and 30 for the realignment of Brewster Street and Esmeralda Avenue and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Anthony Delucchi, Director of Property, Real Estate Department; IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

13. File 197-95-1. [Adopt-A-Monument Fiscal Agent] Resolution authorizing the San Francisco Art Commission to establish a fiscal agent for the purpose of accepting contributions to an Adopt-A-Monument Fund for the conservation and maintenance of City monuments and sculptures, pursuant to the Art Commission's Adopt-A-Monument Program. (Supervisor Shelley)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; JoAnn Chow Winship, Director of Cultural Affairs, Art Commission. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. (TO BOARD AS COMMITTEE REPORT, MONDAY, FEBRUARY 13, 1995.) On Page 3, add a further resolve clause to read: "That all monies expended from the Adopt-A-Monument Program fund in excess of \$50,000 for any one project shall be subject to appropriation by the Board of Supervisors.

VOTE: 3-0.

TIME MEETING ADJOURNED: 3:58 P.M.



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 6, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: February 8, 1995 Budget Committee Meeting

Item 1 - File 100-94-21

This item is a hearing to consider the Controller's six month report on the status of the City's budget. The Controller will make a presentation to the Committee directly regarding the contents of this report.

Item 2 - File 100-94-19

Note: This item was continued by the Budget Committee at its meeting of February 1, 1995.

Item: Hearing to consider anticipated supplemental appropriation requests and Mayor's recommendations.

Amount: Pending supplemental appropriations totaling \$12,283,851 have been identified to date, with other expected requests being developed by the Municipal Railway and the Department of Public Health.

Ms. Serata has also advised that, in addition to the \$12,283,851 in supplemental appropriation requests identified below, she will advise the Committee directly regarding the current status of the budgetary shortfalls of the Municipal Railway, Public Health and any other departments where additional supplemental appropriation requests are anticipated.

Source of Funds: General Fund Reserve

Description: 1. The Mayor's Office has provided the following calculation of the current status of General Fund Reserves:

| | |
|-----------------------------|---------------------|
| General Fund Reserve | \$ 5,605,938 |
| Additional Revenue 11/16/94 | 4,400,000 |
| Public Health Reserve * | <u>2,850,000</u> |
| Total | \$12,855,938 |

* The Public Health Reserve is the result of Mental Health expenditure savings during the 1993-94 budget year which have been set aside for the opening of the new Mental Health Facility at San Francisco General Hospital (i.e. the "R" Facility) during the 1994-95 Fiscal Year.

2. The Mayor's Office has also provided the following list of existing and expected supplemental appropriations and their current status:

Memo to Budget Committee
February 8, 1995

| <u>Uses</u> | <u>Requests</u> | <u>Recommended by Mayor</u> | <u>Status</u> |
|---|------------------------|---------------------------------|---------------|
| District Attorney | \$1,650,000* | \$1,650,000* | Board |
| Sheriff-Operations | 690,000 | 587,000 | Approved |
| Sheriff-Jail Overcrowding | 150,000 | 150,000 | Board |
| Muni-Shortfall | To Be Determined (TBD) | TBD | Department |
| Department of Public Health | | | |
| Mental Health - "R" Facility | 2,260,000 | 2,260,000 | Board |
| Substance Abuse | 152,000** | 152,000** | Board |
| Substance Abuse | 216,000** | 216,000** | Department |
| Forensics Nurses | 350,000 | 350,000 | Board |
| Medi-Cal Managed Care | 125,000 | 125,000 | Mayor |
| Nursing MOU | TBD | TBD | Department |
| Center for Special Problems | 220,000*** | 220,000*** | Controller |
| CAO Retirement | 55,000 | 55,000 | Controller |
| Police - Automatic Weapons | 332,600 | 332,600 | Controller |
| Police - Overtime/Prop D/Misc. | 2,382,600 | 1,921,844 | Controller |
| Court Security | 570,000 | 400,000 | Board |
| Payment in Lieu of Taxes (SFHA) | 1,000,000 | 1,000,000 | Controller |
| Zero Base Budget | 150,000 | TBD | Mayor |
| Human Resources: | | | |
| Workers Compensation | 273,000 | 186,000 | Controller |
| Employee Relations Division | TBD | TBD | Department |
| Civil Services/Health and Safety | TBD | TBD | Department |
| Joint Powers Board (JPB) | \$129,300 | \$129,300 | Board |
| Charter Reform | 100,000 | 100,000 | Controller |
| Juvenile Probation | 777,487 | TBD | Mayor |
| Public Defender | 242,779 | TBD | Mayor |
| Real Estate/War Memorial Security | 299,877 | 73,520 | Board |
| District Attorney-Family Support Bureau | 59,700 | TBD | Mayor |
| Chief Administrative Officer | 23,508 | TBD | Mayor |
| Election Task Force | 25,000 | 25,000 | Controller |
| Japan Earthquake Relief | 50,000 | 50,000 | Board |
| Total | \$12,283,851 | \$9,983,264 | |
| General Fund Remaining Reserves | \$572,087 | \$2,872,674 | |

* See Comments Section on District Attorney.

** See Comments Section on Substance Abuse.

*** See Comments Section on Center for Special Problems.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

District Attorney - \$1,650,000: Of the requested \$1,650,000, \$1,153,111 has been approved and \$496,889 has been continued by the Budget Committee.

Sheriff - \$587,000 and \$150,000: These items for new jail and work furlough operations and for jail overcrowding have been previously approved by the Board of Supervisors.

Mental Health "R" Facility - \$2,260,000: This represents the amount of expenditures that the Department and Mayor's Office have determined will be necessary to fund fixtures, furnishings and equipment start-up costs for the new Skilled Nursing Facility on the SFGH campus to achieve accreditation approval and open the facility during the current fiscal year. This request has been recommended by the Budget Committee.

Substance Abuse - \$152,000 and \$216,000: Funding of \$152,000 was recommended by the Budget Committee through mid January, 1995. An additional supplemental appropriation of \$216,000 is in process to continue the program for an additional one month period from January 16, 1995 through February 15, 1995.

Forensics Nurses - \$350,000: Overspending associated with the ten hour shifts worked by forensics nurses.

Medi-Cal Managed Care - \$125,000: expected current fiscal year City contribution to the Health Authority established for the Managed Care Local Initiative. As previously reported, the total City commitment over three years will be \$1.0 million.

Nursing MOU - To be Determined: As of the writing of this report, the Mayor's Office reports that they have not been provided with a MOU that has been approved by the Nurses. However, the Department of Public Health is now projecting that a provision of the MOU regarding the "1% pick up" of employee retirement contributions by the City will cost approximately \$500,000 in 1994-95.

Center for Special Problems - \$220,000: During the 1994-95 budget hearings, \$400,000 was added to the budget for six months operation of the Center for Special Problems. According to the Mayor's Office, the Center for Special Problems has been operating at a lower cost, with no decrease in offender program services, and this additional \$220,000 is to fund the program as it is currently operating for the remainder of the fiscal year. An additional \$180,000,

BOARD OF SUPERVISORS
BUDGET ANALYST

resulting in a total of \$400,000, would come from MediCal funding.

CAO Retirement - \$55,000: the Mayor's Office has received a supplemental appropriation request in this amount for costs related to the retirement of the Chief Administrative Officer.

Police - Automatic Weapons - \$332,600: 1994-95 expenditures to begin arming Police Officers with automatic weapons.

Police - Overtime/Prop D/Misc. - \$1,921,844: The Police Department's unanticipated overtime expenditures related to the newspaper strike amounted to approximately \$600,000. This request also includes monies to implement Proposition D for hiring additional Police Officers and other miscellaneous expenditures.

Court Security - \$400,000: This represents the amount of expenditure recommended by the Mayor's Office for Court Security personnel at the Polk and Folsom facility. The funding would also be use to pay anticipated overtime expenses related to several upcoming high profile court cases.

Payment in Lieu of Taxes (SFHA) - \$1,000,000: The 1994-95 budget was balanced with the inclusion of total Payment in Lieu of Taxes (PILOT) revenue in the amount of \$1.6 Million. Of this amount, \$600,000 was designated as the PILOT for the current fiscal year, and \$1.0 million was for prior years. The Controller reports that the SFHA has budgeted the \$600,000 PILOT for 1994-95, but not the \$1.0 million balance for prior years. Also related are current negotiations for payment to the City for additional Police services. The Controller reports that these matters will be brought before the Board of Supervisors in the near future.

Zero Base Budget - \$150,000 (Mayor's Recommendation is "To be determined"): Pending supplemental appropriation for cost of the Budget Analyst to perform a second Zero Base Budget Analysis for the 1995-96 Fiscal Year.

Human Resources: Workers Compensation - \$186,000: Estimated costs for restructuring the Workers Compensation Division when it is transferred from the Employees Retirement System to the Department of Human Resources.

Human Resources: Employee Relations Division - "To Be Determined": The Employee Relations Division (ERD) of the Human Resources Department reports that a total of 29 Memoranda of Understanding must be negotiated between now and the end of the Fiscal Year. Each of these separate MOU may become the subject of arbitration. Consequently, the ERD anticipates staffing needs and legal assistance for arbitration cases in an amount that has not yet been determined. The Department is now preparing a supplemental appropriation request for submittal to the Mayor's Office.

Human Resources: Civil Services/Health and Safety - \$430,375: Although the amounts are still to be determined, HRD expects to submit a supplemental appropriation request of approximately \$430,375 for underfunded salary costs to pay for existing budgeted positions (estimated at \$200,000), MIS development (\$86,875) and health and safety programs (\$143,500), which include a new Federally mandated drug testing program.

Joint Powers Board (JPB) - \$129,300: This request for payment of San Francisco's share of the startup costs related to the Peninsula Corridor Joint Powers Board has been approved by the Board of Supervisors.

Charter Reform - \$100,000: A motion requesting a supplemental appropriation for \$100,000 to fund support services for the Select Committee on Charter Reform has been approved by the Board of Supervisors and is now subject to approval by the Mayor.

Juvenile Probation - \$777,487: To be used for Capital Improvement Projects and Facilities Maintenance.

Public Defender - \$242,779: To be used for salaries and fringes.

Real Estate/War Memorial Security - \$73,520: To be used for security for sites with relocated City Hall tenants, excluding the Courts.

District Attorney-Family Support Bureau - \$59,700: To be used as a County match for Equipment.

Chief Administrative Officer - \$23,508: To be used to pay for Association of Bay Area Governments (ABAG) dues.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995

Election Task Force - \$25,000: To implement Proposition L pertaining to District Elections.

Japan Earthquake Relief - \$50,000: To provide earthquake relief monies related to the recent earthquake in Kobe.

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

Item 3 - File 101-94-54

Note: This item was continued by the Budget Committee at its meeting of February 1, 1995.

Department: Real Estate Department

Amount: \$73,520

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$73,520 from the General Fund Reserve to pay for security services at the War Memorial at 401 Van Ness Avenue for the period February 13, 1995 through June 30, 1995.

Description: At its February 1, 1995 meeting, the Budget Committee requested that the Mayor's Office provide information to the Committee regarding security needs, security arrangements and security responsibilities resulting from relocation of City departments from City Hall to the War Memorial Building at 401 Van Ness, to 875 Stevenson Street, and to 633 Folsom Street. Ms. Teresa Serata of the Mayor's Office will report directly to the Committee on these matters at the February 8, 1995 meeting.

As part of the move from City Hall for seismic retrofitting, as of February 13, 1995, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the Board of Supervisors are relocating to office space at the War Memorial Building at 401 Van Ness Avenue.

Entry security at City Hall for all of these departments had previously been provided by 7 Sheriff's Department staff (6 Cadets and one Deputy Sheriff) assigned to the 4 entrances of City Hall, using 3 walk-through metal detectors.

The Real Estate Department has determined that the War Memorial, with 8 doors, will require 7 FTE positions. According to Mr. Larry Jacobson of the Real Estate Department, these positions will provide for 3 guards monitoring doors and security cameras during the work day, and 1 guard during night and weekend hours. These security services are proposed to be provided through a private contractor and a "Proposition J" certification process for this purpose has been submitted to the Board of Supervisors for

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

approval. According to Mr. Jacobson, the estimated cost for the security services, for the 4 1/2 month period from February 13, 1995 to June 30, 1995, based on the amount of the low bid received for the contract, is \$48,851. The low bidder on this contract, Burns International Security Services, is not an MBE/WBE.

In addition, two new metal detectors are required at the War Memorial because 2 of the 3 metal detectors now at City Hall are old, frequently break down, and should be taken out of service, according to Lieutenant Rich Dyer of the Sheriff's Department. The cost of new metal detectors is approximately \$7,500 each, for a total cost of \$15,000, based on estimates obtained by the Real Estate Department.

The total estimated cost for security at the War Memorial for the period February 13, 1995 to June 30, 1995, is \$63,851 (\$48,851 for security services plus \$15,000 for metal detectors).

Comments:

1. As noted above, Mr. Jacobson reports that since this supplemental appropriation request was submitted, the Department has received a low bid for the security services at the War Memorial in the amount of \$48,851. Therefore, the security contract portion of the subject request should be reduced by the difference between the earlier estimated amount and the low bid (\$9,669), from \$58,520 to \$48,851 and the request as a whole should therefore be reduced from \$73,520 to \$63,851.
2. The Real Estate Department reports that the need for security at the War Memorial will continue in FY 1995-96. According to Mr. Jacobson, the Real Estate Department has received a low bid to provide these services, from Burns International Security Services, in the amount of \$137,511, for the one year period from July 1, 1995 to June 30, 1996
3. The courtrooms of the Trial Courts formerly located in City Hall relocated as of January 13, 1995 to temporary courtrooms at 633 Folsom. The Sheriff's Department has determined that 633 Folsom, with 3 entry doors, will require a total of 4 FTE positions. These positions are proposed to be filled with existing budgeted Sheriff's Department staff (3 Cadets and 1 Deputy Sheriff). According to Lt. Dyer, the Sheriff's Deputy assigned to 633 Folsom is the security coordinator and supervisor for the site, and the three Cadets cover the doors. The cost of these Sheriff's Department personnel for the period January 13, 1995 through June 30, 1995, is approximately \$51,500 for salaries and \$7,250 for

BOARD OF SUPERVISORS
BUDGET ANALYST

fringe benefits, for a total of \$58,750. As noted above, this cost has already been provided for in the FY 1994-95 Budget.

4. Security in the courtrooms of the Trial Courts is provided by 29 Deputy Sheriff Bailiffs. These personnel have been transferred to the temporary courtrooms at 633 Folsom. Because 633 Folsom has the same number of courtrooms as had existed at City Hall, the same number of Deputy Sheriff Bailiffs are needed at the new location.

5. There are an additional three Sheriff's Department Cadets who formerly provided entry security at City Hall who will not be assigned to 633 Folsom or to the War Memorial. These three Cadets have been reassigned; one to the Parole Office, one to the new County Jail at 425 7th Street, and one to the San Bruno Jail. These positions were previously approved as part of the Sheriff's Department FY 1994-95 Budget, and a memo regarding these assignments from the Sheriff's Department is attached.

6. Currently, entry security services at City Hall cost approximately \$191,808 annually, based on the cost of the 7 Sheriff's Department personnel described above. With the additional entry security service required by the move of offices to the War Memorial, the City will incur additional costs for security services of approximately \$137,511 annually, based on the low bid price received by the Real Estate Department for providing these services through a private contract.

7. According to Ms. LaWanna Preston of SEIU Local 790, SEIU believes that; a) a Meet and Confer session regarding this contract should be held, and, b) City security personnel who were laid off previously should be considered prior to approving a contract for private security services at the War Memorial. Ms. Preston reports that SEIU will raise these issues directly at the Budget Committee's February 8, 1995 meeting.

8. In summary, approval of the security contract for \$48,851 and \$15,000 for two metal detectors, would require a total of \$63,851 from the General Fund Reserve to pay for security services at the War Memorial Building for the period February 13, 1995 to June 30, 1995.

Recommendations: 1. Amend the proposed ordinance to reduce the amount requested by \$9,669 from \$73,520 to \$63,851, including \$48,851 for the security contract, and \$15,000 for two metal detectors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

2. While the Budget Analyst believes that security at the War Memorial is needed, it should be noted that the Proposition J certification to provide security services at the War Memorial through a private contractor has not yet been approved by the Board of Supervisors. Therefore, we consider approval of this ordinance, as recommended for amendment above, to be a policy decision for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

**San Francisco Sheriff's Department**
INTER-OFFICE CORRESPONDENCE

TO: PEG STEVENSON
FROM: LT. R. DYER
RR: 8374 SHERIFF'S CADETS

January 26, 1995

The Sheriff's Department discontinued City Hall entry security on January 13, 1995. Assigned to this duty were six 8274 cadets and one 8304 deputy sheriff supervisor. The one year personnel salary and fringe benefits cost of this operation was:

| | | |
|---------------------|---|-----------|
| 1 8304 at \$58,303 | = | \$58,303 |
| 6 8274s at \$23,000 | = | \$138,000 |
| | = | \$196,303 |

Of the one supervisor and six cadets who formally performed entry security at City Hall, the 8304 supervisor and three 8274 cadets were reassigned to 633 Folsom Street to perform entry security at that location.

One 8274 cadet resigned on 1/13/95. One 8274 cadet was reassigned to County Jail #3 San Bruno to replace the Besk lawsuit settlement 8274 cadet, who had resigned. One 8274 cadet was reassigned to the County Parole office on a grant.

I hope this information is helpful. If you have any further question, please contact Budget Officer Rich Ridgeway or me at 554-7225.

Items 4, 5 and 6 - Files 101-94-42, 101-91-74.8 and 101-92-74.2

NOTE: Item 4 (File 101-94-42) was continued by the Budget Committee at its meeting of January 4, 1994.

Departments: Department of Public Works (DPW)
Recreation and Park Department

Items: **Item 4, File 101-94-42** - Supplemental appropriation ordinance appropriating \$18,022,000 in 1990 Earthquake Safety Program Bond proceeds for two capital improvement projects.

Item 5, File 101-91-74.8 - Release of reserved funds in the amount of \$5,265,038 for the purpose of funding the City Hall seismic retrofit and earthquake damage repair construction contract.

Item 6, File 101-92-74.2 - Release of reserved funds in the amount of \$25,624,000 for the purpose of funding the City Hall seismic retrofit and earthquake damage repair construction contract.

| | | |
|----------------|--------------------------|-------------------|
| Amount: | Item 4, File 101-94-42 | \$18,022,000 |
| | Item 5, File 101-91-74.8 | 5,265,038 |
| | Item 6, File 101-92-74.2 | <u>25,624,000</u> |
| | Total | \$48,911,038 |

Source of Funds: 1990 Earthquake Safety Program, Phase II Bond Proceeds

Description: In June of 1990, the San Francisco electorate approved the issuance of \$332.4 million in Earthquake Safety Program (ESP) bonds to fund capital improvement projects in order to repair earthquake-damaged buildings, provide seismic upgrading and to improve the infrastructure of various City-owned properties.

In June of 1992, the Board of Supervisors approved a supplemental appropriation ordinance (File 101-91-74) which appropriated \$58,860,000, from the third sale of 1990 ESP bonds, to provide funds for earthquake damage repairs, seismic upgrading and infrastructure improvements at various City-owned properties. Of this amount, \$21,300,000 was placed on reserve for City Hall, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. Thus far, \$18,787,749 has been released by the Budget Committee, thereby leaving a balance on reserve of \$2,512,251. The Department of Public Works (DPW) is now requesting the release of \$5,265,038 (File 101-91-74.8) in

BOARD OF SUPERVISORS
BUDGET ANALYST

reserved funds in order to partially fund the City Hall seismic retrofit and earthquake damage repair construction contract (See Comment No. 1).

In May of 1993, the Board of Supervisors approved a second supplemental appropriation ordinance (File 101-92-74) which appropriated \$64,770,000 from the fourth sale of 1990 ESP bonds, to provide funds for earthquake damage repairs, seismic upgrading and infrastructure improvements at various City-owned properties. Of this amount, \$25,624,000 was placed on reserve for City Hall, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors. DPW is now requesting the release of reserved funds in the amount of \$25,624,000 (File 101-92-74.2) in order to partially fund the City Hall seismic retrofit and earthquake damage repair construction contract.

The proposed supplemental appropriation ordinance (File 101-94-42) would appropriate \$18,022,000 in proceeds from the fifth bond sale in September, 1994 of Phase II Earthquake Safety Program Bonds for construction at City Hall and for design and first phase construction at the San Francisco Zoo.

Budget:

Proposed Supplemental Appropriation (File 101-94-42)

| <u>Purpose</u> | <u>Amount</u> | <u>Total</u> |
|---|---------------|--------------|
| <u>S.F. Zoo Subsurface Infrastructure Project</u> | | |
| DPW Design Services | | |
| The S.F. Zoo Subsurface Infrastructure Project provides for the replacement of the water, gas, electric and sewer systems at the San Francisco Zoo, which were damaged by the 1989 Loma Prieta earthquake. This amount would fund design services by DPW's Bureau of Engineering (BOE) and Bureau of Architecture (BOA) for the Zoo Infrastructure Project, as follows: | | |
| DPW mechanical engineering svcs. | \$500,000 | |
| DPW civil engineering svcs. | 260,000 | |
| DPW electrical engineering svcs. | 320,000 | |
| DPW structural engineering svcs. | 300,000 | |
| DPW architectural svcs. | 80,000 | |
| Landscaping | <u>40,000</u> | |
| Total | | \$1,500,000 |

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposed Supplemental Appropriation (File 101-94-42)

| <u>Purpose</u> | <u>Amount</u> | <u>Total</u> |
|---|--------------------|--------------|
| Infrastructure Construction, Phase I The amount would fund the construction contract for the S.F. Zoo Subsurface Infrastructure Project. DPW advises that the contract will be put out to bid by February of 1996. | <u>\$5,770,000</u> | |
| Total - Zoo Infrastructure Project | | \$7,270,000 |

S.F. Zoo - Avian Center Relocation Project
DPW Construction Services

Prior to the infrastructure construction at the Zoo, the bird facility (Avian Center) must be relocated to another area of the Zoo, in accordance with a previously completed environmental review. The relocation of the Avian Center is necessary in order to mitigate against the potential noise and dust impacts to sensitive birds resulting from the Zoo infrastructure construction. This amount would fund DPW construction services for the construction of a new facility to house birds at the Zoo, for the 14-month period from March 1, 1995 through April 30, 1996, as follows:

| | | |
|-------------------------------|---------------|-----------|
| Resident Construction Manager | \$60,000 | |
| Mechanical Inspector | 50,000 | |
| Structural Inspector | 65,000 | |
| Electrical Inspector | 50,000 | |
| Scheduling/General Inspection | <u>25,000</u> | |
| Total | | \$250,000 |

Avian Center Construction Contract

DPW advises that the construction contract will be put out to bid in April of 1995.

| | | |
|----------------------|--|-----------|
| Total - Avian Center | | 1,250,000 |
|----------------------|--|-----------|

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposed Supplemental Appropriation (File 101-94-42)

| <u>Purpose</u> | <u>Amount</u> | <u>Total</u> |
|----------------|---------------|--------------|
|----------------|---------------|--------------|

Recreation and Park Department

Assistant Zoo Director Salary

The proposed supplemental appropriation ordinance would provide continued funding for the salary and fringe benefits of this existing position for the three-year period from FY 1995-96 through FY 1997-98. This position is currently funded with ESP Bond funds and is responsible for coordinating the various infrastructure construction projects with the Zoo's Master Plan and with the on-going operations and maintenance of the Zoo. This position is classified as an "L" position, or a "limited tenure" position, which means that it would remain in the budget only for the duration of bond funding for Zoo improvements. A breakdown of this request is as follows:

| | |
|------------|---------------|
| FY 1995-96 | \$72,420 |
| FY 1996-97 | 77,490 |
| FY 1997-98 | <u>82,914</u> |
| Subtotal | \$232,824 |

Secretary II Salary

This is also an existing position which is funded by ESP bond funds. This position is also classified as an "L" position in the budget. The Secretary II position provides clerical support to the Assistant Zoo Director. A breakdown of this request is, as follows:

| | |
|------------|---------------|
| FY 1995-96 | \$46,280 |
| FY 1996-97 | 49,520 |
| FY 1997-98 | <u>52,990</u> |
| Subtotal | \$148,790 |

| | | |
|---|---------------|------------------|
| Total - Salaries | \$381,614 | |
| Fringe Benefits (25.8%) | <u>98,386</u> | |
| Total - Salaries and Fringe Benefits | | <u>\$480,000</u> |
| Total - Zoo Infrastructure Project/Avian Center/Recreation & Park | | \$9,000,000 |

Proposed Supplemental Appropriation (File 101-94-42)

| <u>Purpose</u> | <u>Amount</u> | <u>Total</u> |
|---|---------------|---------------------|
| <u>City Hall - Construction Contract</u> | | |
| This would partially fund construction contract costs for the City Hall Seismic Upgrade Project. DPW advises that the construction contract was awarded to Huber, Hunt & Nichols, Inc., the low bidder, for the amount of \$102,877,000. Huber, Hunt & Nichols, Inc. is not an MBE or WBE firm. However, Huber, Hunt & Nichols, Inc. awarded 26.7 percent of the contract or \$27,516,667 to MBE/WBE subcontractors. The Attachment, provided by DPW, lists the MBE/WBE subcontractors and their allocated amounts. | | |
| | | <u>\$9,022,000</u> |
| Total Supplemental Appropriation Request (File 101-94-42) | | <u>\$18,022,000</u> |

Requested Release of Reserved Funds (Files 101-91-74.8 and 101-92-74.2)

| <u>Purpose</u> | <u>Amount</u> | <u>Total</u> |
|--|-------------------|---------------------|
| <u>City Hall - Construction Contract</u> | | |
| The two requests to release reserved funds, totaling \$28,136,251 (\$2,512,251 from File 101-91-74.8* plus \$25,624,000 from File 101-92-74.2), would also be used to partially fund the City Hall construction contract. Thus, ESP II bond funding under these requests for this \$102,877,000 contract, including the above supplemental appropriation request for \$9,022,000 (File 101-94-42), would be \$37,158,251. The source of the balance of needed funds for the contract, or \$65,718,749 (\$102,877,000 less \$37,158,251), would be provided by a combined Federal Emergency Management Agency (FEMA) and State Office of Emergency Services (OES) grant in the amount of \$105,333,333. | | |
| File 101-91-74.8 | \$2,512,251 | |
| File 101-92-74.2 | <u>25,624,000</u> | |
| | | <u>\$28,136,251</u> |

Comment:

1. Mr. Tony Irons of DPW's Bureau of Architecture (BOA) confirms that there is a balance on reserve for the City Hall construction contract of only \$2,512,251 from the third sale of ESP bonds in June of 1992. Thus, the request to release reserved funds in the amount of \$5,265,038 is incorrect and should be reduced by \$2,752,787 to \$2,512,251 (File 101-91-74.8).

* See Comment No. 1.

2. Because the construction contractors for the Zoo Subsurface Infrastructure Project and the Avian Center Relocation Project have not yet been selected, \$6,770,000 should be placed on reserve (\$5,770,000 for the Zoo infrastructure contract plus \$1,000,000 for the Avian Center construction contract), pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.

- Recommendations:**
1. Reduce the requested release of reserved funds by \$2,752,787, from \$5,265,038 to \$2,512,251 (File 101-91-74.8).
 2. Approve the release of reserved funds in the amount of \$2,512,251 (File 101-91-74.8).
 3. Approve the release of reserved funds in the amount of \$25,624,000, as requested (File 101-92-74.2).
 4. Amend the proposed supplemental appropriation ordinance by reserving \$6,770,000 for the Zoo subsurface infrastructure construction contract (\$5,770,000) and the Avian Center construction contract (\$1,000,000), pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors (File 101-94-42).
 5. Approve the proposed supplemental appropriation ordinance, as amended (File 101-94-42).

January 31, 1995

To: John Cribbs, Director
Department of Public Works

Thru: Ed Lee, Director

From: Mary Gin Starkweather, Contract Compliance Officer *msf*

Re: Minority and Women -owned Business Participation on City Hall Seismic Upgrade Project

Following is a list of MBEs and WBEs who have solid commitments for participation on the City Hall Project: The Total Base Bid Price for Huber Hunt & Nichols is \$102,877,000.

I. African American

| | <u>Subcontractor/Supplier</u> | <u>Description of Work</u> | <u>\$ Amount</u> |
|-------|--|---|--------------------|
| 1) | LTM/Sheedy A JV (2nd tier to Bostrom & Bergen) | Install Base Isolators | \$3,500,000 |
| 2) | Myron Demolition | Excavation | \$313,875 |
| 3) | Gitane Waterproofing (2nd Tier to Carrara Marble) | Exterior Cleaning, Crack Repair, Tuck Pointing | \$250,000 |
| 4) | Let's Get Busy | Grout Isolators | \$160,000 |
| 5) | Gitane Waterproofing | Crack Repair Allowances | \$120,000 |
| 6) | P&K Trucking (2nd tier to Myron) | Trucking | \$51,100 |
| 7) | LTM | Manufacture Dampers | \$50,000 |
| 8) | Double B&L Trucking (2nd tier to Aladdin Bldrs.) | Trucking | (approx.) \$17,800 |
| Total | | | \$4,462,775 |

II. Asian American

| | <u>Subcontractor/Supplier</u> | <u>Description of Work</u> | <u>\$ Amount</u> |
|----|-------------------------------|----------------------------|------------------|
| 1) | Kent Lim Mechanical | Mechanical | \$4,850,000 |
| 2) | SCA Environmental, Inc. | Hygiene | \$270,000 |



| | | | |
|-------|-----------------|-------------------|-------------|
| 3) | Peerlight, Inc. | Electrical Supply | \$150,000 |
| 4) | Ramcomp | Computers | \$60,000 |
| Total | | | \$5,330,000 |

III. Latino

| | <u>Subcontractor/Supplier</u> | <u>Description of Work</u> | <u>\$ Amount</u> |
|-------|--|----------------------------|------------------|
| 1) | Carrara Marble | Stonework | \$10,931,440 |
| 2) | Landavazzo Bros. | Concrete | \$744,000 |
| 3) | Professional Technical Security | Security | \$537,000 |
| 4) | R&A Supplies (2nd tier to Van Mulder) | Copper Supplies | \$75,000 |
| 5) | R&A Supplies (2nd tier to Cosco) | Fire Protect. Supplies | \$35,000 |
| Total | | | \$12,322,440 |

IV. Women

| | <u>Subcontractor/Supplier</u> | <u>Description of Work</u> | <u>\$ Amount</u> |
|-------|--------------------------------|----------------------------|------------------|
| 1) | Handypersons, Inc. | Restoration | \$2,990,220 |
| 2) | Aladdin Builders | Millwork/Restor./Protect | \$1,526,100 |
| 3) | Perretti & Park | Photographs | \$130,000 |
| 4) | Fire Barrier Company | Fire Blanket | \$735,000 |
| 5) | Continental Building Specialty | Specialty Products | \$20,132 |
| Total | | | \$5,401,452 |

The total combined MBE/WBE participation is \$27,516,667 or 26.6% of the entire contract amount.

The Total MBE amount is \$22,115,215 or 21.5% of the total contract amount.

The Total WBE amount is \$5,401,452 or 5.2% of the total contract amount.

Item 7 - File 101-94-58

Department: Police Department

Item: Supplemental appropriation ordinance appropriating \$1,921,844 from the General Fund Reserve for overtime, holiday pay, fringe benefits, materials and supplies, non-personal services and vehicle fleet maintenance (services of other departments), and reappropriating \$200,000 from Overtime.

Amount: \$2,121,844

| | | |
|-------------------------|--|----------------|
| Source of Funds: | General Fund General Reserve | \$1,921,844 |
| | Reappropriation of funds from Uniformed Overtime - Trial Courts in Police Department's FY 1994-95 budget | <u>200,000</u> |
| | Total | \$2,121,844 |

Description: In June of 1994, the San Francisco electorate approved Proposition D, which requires a minimum level of 1,971 uniform Police Officers for the Police Department by no later than June of 1995. Of this supplemental appropriation request for \$2,121,844, \$506,600 would be used for costs related to the full staffing of the Police Department.

In addition, \$1,465,244 of this supplemental appropriation request would be used to fund a projected budget deficiency in the Police Department's overtime, holiday pay and fringe benefits accounts resulting from (a) the Newspaper Strike of November, 1994 and (b) other unanticipated events.

The proposed supplemental appropriation ordinance also requests \$150,000 in funding for the maintenance of the Police Department's vehicle fleet.

Budget:

I. Police Overtime and Related Costs

Overtime - Newspaper Strike \$611,000

The labor strike against the San Francisco Chronicle and the San Francisco Examiner took place from November 2, 1994 through November 11, 1994. The Police Department established two fixed posts that required 24-hour staffing by sworn personnel. In addition to assigning on-duty personnel to strike-related duties, thereby diverting these Police Officers from other law enforcement duties, the Police Department also had to deploy Police Officers on an overtime basis for the

BOARD OF SUPERVISORS
BUDGET ANALYST

necessary strike-related duties. The Budget Analyst previously reported to the Board of Supervisors in December of 1994 that the estimated expenditures resulting from this strike were approximately \$606,252. These expenditures were not anticipated in the FY 1994-95 budget. As a result of the strike, the Police Department is now requesting a supplemental appropriation of \$611,000 to fund the projected shortfall in overtime related to this strike.

Other Overtime **\$571,244**

In addition to the budget deficiency in overtime resulting from the newspaper strike, the Police Department is also anticipating a \$571,244 shortfall in overtime as a result of other unanticipated events, such as the demonstrations against Proposition 187 and the killing of a Police Officer in November of 1994.

Holiday Pay **\$258,000**

The Police Department reports that it is underfunded for holiday pay for FY 1994-95 and is therefore requesting \$258,000 to fund the projected budget deficiency.

Fringe Benefits **\$25,000**

This amount is for mandatory fringe benefits related to the above requests for overtime and holiday pay.

Total - Police Overtime and Related Costs **\$1,465,244**

II. Proposition D Mandate

Materials and Supplies **\$31,300**

The Police Department is requesting \$31,300 for furniture for the Police Academy. Whereas normally the Police Academy conducts only one training class at a time, because of the hiring of Police Officers to meet the Proposition D mandate, the Police Academy will be conducting up to four training classes simultaneously in the spring of 1995. The Department has relocated personnel formally located at the Academy to other existing Police Department space in order to create room for the additional training sessions. As such, additional classroom furniture is needed. The attachment contains a breakdown of this request.

Although the Attachment shows that the total cost of such furniture totals \$32,918, the Department is only requesting \$31,300.

Non-Personal Services **\$475,300**

This request for \$475,300 includes \$70,000 for the Police Department to conduct a new Police Officer examination. According to Lieutenant Ryan of the Police Department, there is sufficient funding in the FY 1994-95 budget to conduct only one Civil Service examination. This exam was given in July of 1994. However, the Police Department expects to hire only between 160 and 180 Police Officers of the 636 candidates who passed this exam. Lieutenant Ryan advises that the Police Department had to conduct an additional Civil Service examination in January of 1995 in order to identify additional Police Officer candidates, so that the hiring goal of 284 new Police Officers for FY 1994-95 could be met. The details of this \$70,000 request are as follows (although the actual cost was \$71,768, the Department is only requesting \$70,000):

| | |
|---|--------------|
| Site rental for written test | \$6,320 |
| Test proctors for written test | 6,352 |
| 5-day site rental for oral test (\$7,768/day) | 38,840 |
| Proctors for oral test | 13,859 |
| Proctors for physical agility test | <u>6,397</u> |
| Total | \$71,768 |

In addition, this request for \$475,300 also includes \$405,300 to conduct background investigations of Police Officer candidates who have passed the Civil Service exam. Each background investigation costs approximately \$655 per applicant and consists of a medical examination, a psychological test, a polygraph test, fingerprinting, a toxicological (drug) test and a credit report. These tests are performed by various outside contractors under existing contracts. Lieutenant Ryan advises that the FY 1994-95 budget included \$576,000 for background investigations, which would be sufficient for approximately 879 such investigations. However, the Police Department anticipates that, because of additional hiring to meet the Proposition D mandate, the Department will conduct approximately 1,540 background investigations in FY 1994-95, based on the 636 applicants who

BOARD OF SUPERVISORS
BUDGET ANALYST

passed the first Civil Service exam and the anticipated 900 applicants who will pass the second Civil Service exam. At a cost of approximately \$655 per investigation, the total cost for FY 1994-95 is estimated to be approximately \$1,008,700, or \$432,700 more than the \$576,000 budgeted for background investigations. The Department is requesting a supplemental appropriation of \$405,300 to pay for these additional background investigations.

Total - Proposition D Mandate **\$506,600**

III. Vehicle Fleet Maintenance

Central Shops - Auto Maintenance **\$150,000**
The Police Department has a total of 450 vehicles, including 230 marked vehicles and 220 unmarked vehicles. The Department ordered 40 new vehicles in FY 1993-94. However, according to Lieutenant Ryan, as a result of delays in awarding the contract for the purchase of these vehicles, the vehicles will not be received until May or June of 1995. As such, it has become necessary to repair vehicles that were scheduled to be taken out of service when the new vehicles were placed into service. The Police Department estimates that these maintenance and repair costs have resulted in a budget deficiency of approximately \$150,000.

Total - Vehicle Fleet Maintenance **150,000**

Total Supplemental Appropriation Request **\$2,121,844**

Comments:

1. In addition to the \$1,921,844 from the General Fund Reserve, the Department is requesting to reappropriate \$200,000 in estimated savings from Uniformed Overtime - Trial Courts in the Police Department's FY 1994-95 budget. These savings have resulted from reductions in uniform overtime by implementing a recommendation of the Budget Analyst's 1994 Zero Base Budget Analysis to (a) prevent requiring subpoenaed officers to unnecessarily appear in court on the day of case calendaring; and (b) request that the Courts provide a reasonable advance notice of trial dates in order to reduce court overtime pay.

2. The following table, based on the information provided by the Police Department to date, shows the Police

Department's estimated surplus for non-personal services for
FY 1994-95:

| <u>Category</u> | <u>FY 1994-95 Budget</u> | <u>Actual Expenditures 7/1/94 to 12/31/94</u> | <u>Projected Expenditures 1/1/95 to 6/30/95</u> | <u>Estimated Budget Surplus</u> |
|-----------------------|------------------------------|---|---|---|
| Non-Personal Services | \$5,633,347 | \$1,495,048 | \$3,148,300 | \$989,999 |

3. The following table shows the Police Department's estimated budget deficiency for Central Shops - Auto Maintenance for FY 1994-95:

| <u>Category</u> | <u>FY 1994-95 Budget</u> | <u>Actual Expenditures 7/1/94 to 12/31/94</u> | <u>Projected Expenditures 1/1/95 to 6/30/95</u> | <u>Estimated Budget Deficiency</u> |
|-----------------------------|------------------------------|---|---|--|
| Central Shops - Maintenance | \$1,722,549 | \$932,797 | \$940,000 | (\$150,248) |

4. The Budget Analyst has requested information from the Police Department regarding actual year-to-date expenditures and projected expenditures through June 30, 1995 for overtime, holiday pay, fringe benefits and materials and supplies. As of the writing of this report, the Police Department had not yet provided this information.

5. As previously noted, the passage of Proposition D has mandated full Uniform staffing of a minimum of 1,971 Police Officers by the end of FY 1994-95. As of July 1, 1994, the Police Department had 1,812 sworn personnel. The Department intends to hire 18 lateral transfers and 266 trainees during FY 1994-95, for a total of 284 new Police Officers. The current, revised 1994-95 Police Department hiring plan for uniform officers is as follows:

| <u>Date</u> | <u>Number of Police Officers to be Hired</u> |
|-------------------|--|
| <u>Actual:</u> | |
| July 1, 1994 | 14 (lateral transfers) |
| November 28, 1994 | 30 (new recruit class) |
| January 30, 1995 | 30 (new recruit class) |
| February 6, 1995 | 40 (new recruit class) |
| <u>Projected:</u> | |
| February 20, 1995 | 4 (lateral transfers) |
| April 17, 1995 | 30 (new recruit class) |
| June 19, 1995 | 50 (new recruit class) |
| June 26, 1995 | 86 (new recruit class) |
| Total | 284 |

BOARD OF SUPERVISORS
BUDGET ANALYST

According to Lieutenant Ryan, after expected attrition of 65 Police Officers, the Police Department will have an estimated 2,031 Police Officers (60 more than the required minimum of 1,971) on June 30, 1995, including light-duty Police Officers, although 166 will be new recruits in the Police Academy, as follows:

| | |
|---|-------|
| Existing Uniform Staffing (7/1/94)..... | 1,812 |
| New hires in FY 1994-95..... | 284 |
| Less expected attrition..... | (65) |
| Number of Police Officers, June 1995..... | 2,031 |

The costs of the 284 new Police Officers to be hired in FY 1994-95 are included in the Police Department's FY 1994-95 budget and will cost an estimated \$4.8 million in FY 1994-95 (partial year funding of salaries and fringe benefits). The cost of these new hires will be partially offset by a Federal grant in the amount of \$694,000.

6. The Controller's Office has estimated that the Police Department will have a budget deficiency in its salaries and fringe benefits accounts in the amount of \$1,973,105 for FY 1994-95. However, the proposed supplemental appropriation allocates only \$1,465,244 for overtime, holiday pay and fringe benefit expenses. As such, the Controller's Office reports that, even with the approval of the proposed supplemental appropriation ordinance, the Police Department is still expected to have a \$507,861 budget deficiency in salaries and fringe benefits by the end of FY 1994-95 (estimated budget deficiency of \$1,973,105 less this request of \$1,465,244).

7. Lieutenant Ryan has requested that this item be continued to the Budget Committee meeting of March 1, 1995, in order to provide the Budget Analyst with additional information and to work with the Mayor's Office in addressing the Controller's additional projected budget deficiency in salaries and fringe benefits for FY 1994-95.

Recommendation: As requested by Lieutenant Ryan, continue this item to the Budget Committee meeting of March 1, 1995.

Academy furniture POs

| Item | Quantity | price | total |
|-------------------------|----------|--------|-----------|
| 2 tier lockers 3 unit | 36 | 58.18 | 2,094.48 |
| 2 tier lockers 1 unit | 4 | 71.43 | 285.72 |
| Installation | 1 | 505.00 | 505.00 |
| Leg extension kit | 4 | 25.71 | 102.84 |
| Leg extension kit | 6 | 33.38 | 200.28 |
| 2 tier locker slope kit | 22 | 5.23 | 115.06 |
| Locker 2 door | 21 | 154.36 | 3,241.56 |
| Front base | 21 | 4.82 | 101.22 |
| End base | 8 | 6.34 | 50.72 |
| Installation | 1 | 445.00 | 445.00 |
| Delivery | 1 | 430.00 | 430.00 |
| Sales tax | | | 607.06 |
| Stack chairs | 160 | 69.00 | 11,040.00 |
| Folding tables | 72 | 53.00 | 3,816.00 |
| Round Folding tables | 2 | 100.00 | 200.00 |
| Lectern | 12 | 80.00 | 960.00 |
| White boards | 5 | 212.00 | 1,060.00 |
| White board | 1 | 411.00 | 411.00 |
| Panels | 5 | 99.00 | 495.00 |
| connectors | 4 | 3.75 | 15.00 |
| Panels | 6 | 6.00 | 36.00 |
| Desk | 6 | 425.00 | 2,550.00 |
| Chairs | 5 | 252.00 | 1,260.00 |
| Chairs | 2 | 199.00 | 398.00 |
| Installation | 1 | 608.00 | 608.00 |
| Sales tax | | | 1,890.50 |
| Total | | | 32,918.44 |

1954bP40

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

Items 8 and 9 - File 101-94-59 and File 102-94-10

Department: Department of Public Health (DPH)
Division of Mental Health, Substance Abuse and Forensics

Items:

1. Item 8, File 101-94-59 - Supplemental Appropriation Ordinance appropriating \$3,670,238 of Medi-Cal and Medi-Care revenues for Salaries, Fringe Benefits, Telephones, Medical Services Contracts and equipment for the Mental Health Managed Care Program in FY 1994-95.
2. Item 9, File 102-94-10 - Ordinance amending the Annual Salary Ordinance reflecting the addition of one position and the deletion of one position in the Department of Public Health for the Mental Health Managed Care Program.

Amount: \$3,670,238

Source of Funds: The DPH reports that the source of funds for this request is Federal Medi-Cal revenues and matching State General Funds only. Therefore, reference to Medi-Care should be deleted from the title of the proposed legislation.

Description: Under the State's Mental Health Managed Care Program, all inpatient services for Medi-Cal beneficiaries, which had been provided by private hospitals on a fee-for-service basis, must be authorized, coordinated, and provided through the DPH Division of Mental Health, Substance Abuse and Forensics, effective January 1, 1995. Accordingly, the Board of Supervisors previously approved a resolution which authorized the DPH Division of Mental Health, Substance Abuse and Forensics to accept responsibility for these services and to accept the transfer of State funds in this regard effective January 1, 1995 (File 148-94-7).

The DPH advises that the proposed supplemental appropriation request would be used to administer all payments to providers instead of having the State provide such administration. This would include the cost of inpatient treatment, community-based treatment programs, utilization review and authorization costs, and management information and billing costs associated with DPH's new responsibility for administering all inpatient services for Medi-Cal beneficiaries.

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

The proposed supplemental appropriation request would appropriate \$3,670,238, retroactive from the period January 1, 1995 to June 30, 1995 as follows:

| | |
|--|----------------|
| Permanent Salaries | \$1,547 |
| Fringe Benefits | 683 |
| Telephone | 17,844 |
| Equipment | 33,000 |
| Medical Services Contracts - Acute Inpatient Care, Adults | 2,091,000 |
| Medical Services Contracts - Community Based Program | 916,664 |
| Medical Services Contracts - Inpatient Services, Children | <u>609,500</u> |
| Total | \$3,670,238 |

The following provides details of each of the foregoing funding requests:

Permanent Salaries **\$1,547**

These funds will be used to pay for upgrading an existing 1844 Senior Management Assistant to a 1819 Management Information Specialist III, effective March 15, 1994 to June 30, 1995. The 1819 Management Information Specialist III will have supervisory responsibility for the new management information functions connected with the new Medi-Cal managed care program. Such responsibilities will include, but not be limited to, overseeing the tracking of all fee-for-service billings to providers, the installation of new software, and the modification of the systems network to process the new data in connection with the new program. The annual salary increase of this upgrade would cost \$8,717. The Civil Service Commission has reviewed and approved this position upgrade.

| | |
|--|-----------------|
| 1819 Management Information Specialist III | |
| Annual Salary of \$60,265 | \$15,932 |
| 1844 Senior Management Assistant | |
| Annual Salary of \$51,548 | <u>(14,385)</u> |
| Total | \$1,547 |

Mandatory Fringe Benefits **\$683**

The DPH advises that the \$683 is incorrect. Based on 17 percent of Permanent Salaries the amount required for Fringe Benefits is \$263. As such, the proposed ordinance

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

(File 101-94-59) should be amended to decrease the Fringe Benefit amount by \$420 from \$683 to \$263.

Telephone Expenses **\$17,844**

These funds will be used to pay for the installation of telephone lines for a modified systems network.

Equipment **\$33,000**

| | |
|---|--------------|
| Personal Computer/Software (8 @ \$4,000 each) | \$32,000 |
| FAX Machine | <u>1,000</u> |
| Total | \$33,000 |

Medical Service Contracts
(Acute Inpatient Care - Adults) **\$2,091,000**

The proposed funds will be used to pay for (1) contract services with five private hospitals located in San Francisco for the provision of acute inpatient care services (\$1,381,000), (2) contract services for acute inpatient care services provided by three out-of-county private hospitals plus a lump sum allocation for 33 other out-of-county hospitals throughout the State (\$360,000) and (3) a Risk Pool (\$350,000), as detailed below:

Contract Services- San Francisco Based Hospitals

| | |
|-----------------------------------|----------------|
| St. Mary's Hospital | \$313,500 |
| St Lukes Hospital | 488,000 |
| St Francis Hospital | 252,000 |
| Langley Porter Institute | 196,000 |
| California Pacific Medical Center | <u>131,500</u> |
| Total | \$1,381,000 |

The DPH advises that the above noted contract amounts are based on the actual level of service provided by these five hospitals in 1994, under the State's program. However, DPH advises that fee-for-service rates have been negotiated with each of these hospitals and the actual amount paid to each of the hospitals will depend upon the actual level of services provided. Ms. Monique Zmuda of the DPH advises that the DPH desires to keep the negotiated fee-for-service rate with all private hospitals confidential, as did the State, in order to provide the best opportunity for negotiating the lowest possible rates. Accordingly, Ms. Zmuda advises that the DPH has requested the City Attorney's Office to draft legislation, which would authorize the DPH to keep the fee-for-service rates with private hospitals confidential. Ms. Paula Jesson of

the City Attorney's Office advises that she is in the process of developing a draft ordinance which would permit the fee-for-service rates negotiated with the private hospitals to remain confidential and that such an ordinance is to be submitted to the Board of Supervisors in the near future.

Contract Services - Out-of-County Hospitals

| | |
|--|----------------|
| Ross Hospital (Marin County) | \$52,250 |
| East Bay Hospital (Alameda County) | 77,315 |
| First Vallejo Hospital (Sonoma County) | 11,730 |
| Other Out-of County Hospitals Allocation (33 hospitals through-out the State) | <u>218,705</u> |
| Total | \$360,000 |

The DPH reports that the contract amounts for Ross Hospital, East Bay Hospital and First Vallejo Hospital are based on the actual level of service provided by these three hospitals under the State program in 1994. Additionally, according to the DPH, the Other Out-of-County Allocation to 33 hospitals reflects the level of utilization of these services in 1993/1994. The DPH advises that fee-for-service rates have been negotiated with Ross Hospital, East Bay Hospital and First Vallejo Hospital and the actual amount that will be paid to each of these hospitals will depend on the actual level of service provided. As previously noted, the DPH desires to keep the fee-for-service rates of all private hospitals confidential. With respect to the Out-of-County Hospital Allocation, the DPH states that the amount of the allocation is based on the level of utilization of this service category for 1994. Out-of-county hospitals are used instead of San Francisco-based hospitals when Medi-Cal clients who are residents of San Francisco are admitted on an emergency basis to a hospital while traveling outside of San Francisco. According to DPH, after such clients are stabilized, they are transferred back to San Francisco-based hospitals.

Risk Pool \$350,000

As noted above, the DPH is proposing to fund contract services for inpatient services at private hospitals at the same level as provided in 1994. However, according to the DPH, this level of funding is approximately 20 percent less than the level of funding in 1993. The DPH reports that this decrease was unexpected because the trend in the preceding four years indicated a 12 percent to 22 percent increase from the prior year. As such, in order to minimize the City's risk, the DPH is proposing to allocate \$350,000 or approximately 15 percent of its total inpatient budget of \$2,350,500

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

(\$1,381,000 San Francisco-based hospitals - adult services plus \$360,000 out-of-county hospitals plus \$609,500 San Francisco based hospitals - children services) to a risk pool, which would be used if inpatient use increases over 1994.

Total Medical Services Contracts - Acute
Inpatient Care, Adults \$2,091,000

Medical Services Contracts (Community-Based Programs) **\$916,664**

California Pacific (\$364,936)

The proposed funds will be used by DPH to fund a modified contract with California Pacific, a nonprofit organization, to provide the following services for the period retroactive to January 1, 1995 through June 30, 1995: (1) provision of pre-authorization for all non-emergency inpatient admission, (2) provision of on-going authorization for all inpatient days after an emergency admission, (3) utilization review for all inpatient stays, (4) provision of discharge planning assistance to hospitals in order to insure that patients receive appropriate linkages to on-going care, (5) track all inpatient days in order to reconcile this information with the State to insure that proper payment has been made the hospitals providing inpatient services, and (6) develop system capability for analyzing multi-year costs and utilization information for Medi-Cal recipients. The \$364,936 contract amount will be expended as follows:

| | |
|--|-----------|
| Medical Coordinator (520 hrs. @ \$50/hr.) | \$26,000 |
| Nurse (2,080 hrs. @ \$32/hr.) | 66,560 |
| Social Worker (3,120 hrs. @ \$28/hr.) | 87,360 |
| Ombudsperson - processes and investigates clients appeals and complaints (1,040 hrs. @ \$28/hr.) | 29,120 |
| Program Analyst (1,040 hrs. @ \$15/hr.) | 15,600 |
| Management Information Analyst/Programmer (2,600 hrs. @ \$25/hr.) | 65,000 |
| Managed Care Planner (520 hrs. @ \$25/hr.) | 13,000 |
| Data Entry Clerks (2,080 hrs. @ \$14/hr.) | 29,120 |
| Administrative Overhead | 33,176 |
| Total | \$364,936 |

Prior to this contract modification, DPH's annual contract with California Pacific was in the amount of \$5,464,642.

Bakers Place (\$80,000)

The proposed funds will be used by the DPH to fund a modified contract with Bakers Place, a nonprofit agency, to provide residential treatment care services for Medi-Cal clients. Bakers Place will be paid a fee-for-service rate of \$197 for each of the estimated 406 residential treatment days.

Prior to this contract modification, DPH's annual contract with Baker's Place was in the amount of \$3,326,443.

Progress Foundation (\$120,000)

The proposed funds will be used by the DPH to fund a modified contract with Progress Foundation, a nonprofit agency, to provide residential treatment care services for Medi-Cal clients. Progress Foundation will be paid a fee-for-service rate of \$206 for each of the estimated 582 residential treatment days.

Prior to this contract modification, DPH's annual contract with Progress Foundation was in the amount of \$4,413,574.

Family Service Agency (\$240,000)

The proposed funds would be used by the DPH to fund a modified contract with the Family Service Agency, a nonprofit agency, to provide patient case management services. Family Service Agency will be paid a fee-for-service rate of \$80 for each of the estimated 3,000 visits to residential care patients.

Prior to this contract modification, DPH's annual contract amount with the Family Service Agency was in the amount of \$3,502,049.

1-800 Number Access/Intake Program (\$111,728)

The DPH is proposing to contract with a nonprofit agency to provide a call-in service for Medi-Cal clients, wherein such clients could speak directly to a nurse or psychiatric social worker who could perform an assessment of the client's need and establish an appropriate course of treatment. As of the writing of this report, the DPH has not, as yet, selected a contractor to provide these services. As such, the monies designated for this program should be placed on reserve

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

pending the selection of a contractor, the MBE/WBE status and the contract cost details.

Total Medical Services Contracts - Community Based Programs \$916,664

Medical Contract Services
(Inpatient Services - Children) \$609,500

The proposed funds will be used to by the DPH to contract with two San Francisco-based private hospitals to provide inpatient services to children, as follows:

| | |
|---|----------------|
| St. Mary's Hospital | \$363,500 |
| Langley Porter Hospital | <u>246,000</u> |
| Total Medical Services Contracts - Inpatient Services, Children | \$609,500 |

The DPH reports that the above-noted contract amounts are based on the level of Medi-Cal services provided by these two hospitals in 1994, under the State's program. The DPH advises that a fee-for-service rate has been negotiated with both hospitals and that the actual amount paid to each of these hospitals will be based on the actual level of services provided. As previously noted, the DPH desires to keep the fee-for service rates negotiated with all of the private hospitals confidential.

Grand Total of DPH Request **\$3,670,238**

The proposed ordinance (File 102-94-10) would amend the Annual Salary Ordinance to reflect the addition of one position and the deletion of one position as follows:

| <u>Classification/Title</u> | <u>Bimonthly Salary</u> | <u>Maximum Salary Amount</u> |
|---|-------------------------|------------------------------|
| <u>Delete</u> | | |
| 1844 Senior Management Assistant (1) | \$1,626/\$1,975 | \$51,548 |
| <u>Add</u> | | |
| 1819 Management Information System Specialist III (1) | \$1,899/\$2,309 | \$60,265 |

BOARD OF SUPERVISORS
BUDGET ANALYST

As noted above, this requested reclassification reflects an upgrade with a maximum annual salary cost increase of \$8,717.

Comment:

1. As previously noted, the DPH assumed responsibility for and has begun implementation of the new Medi-Cal managed care program effective January 1, 1995. As such, the proposed ordinance (File 101-94-59) should be amended to authorize the proposed supplemental appropriation request retroactively.

2. The DPH did not require prior approval from the Electronic Information Processing Steering Committee (EIPSC) for the purchase of the above-noted computer equipment because this equipment comes under EIPSC's "Rule of Twenty". Under this Rule, City departments do not require prior approval for the purchase of 20 or less computers within a year.

- Recommendations:**
1. Amend the proposed ordinance (File 101-94-59) to delete the reference to Medi-Care revenues from the title of the proposed ordinance.
 2. Amend the proposed ordinance (File 101-94-59) to authorize the proposed supplemental appropriation request retroactively.
 3. Amend the proposed ordinance (File 101-94-59) to reserve \$111,728 of the Medical Services Contract amount of \$916,664 for the 1-800 Number Access/Intake Program, pending the DPH's selection of a contractor, the MBE/WBE status and submission of the contract cost details.
 4. Amend the proposed ordinance (File 101-94-59) to reduce the Fringe Benefit amount by \$420 from \$683 to \$263.
 5. Approve the proposed ordinance (File 101-94-59) as amended.
 6. Approve the proposed ordinance (File 102-94-10).

Item 10 - File 101-92-10.6

Department: Public Library

Item: Requesting release of reserved funds (1988 Library Improvement Bond Funds), in the amount of \$1,325,567 for costs associated with the new Main Library construction project.

Amount: \$1,325,567

Source of Funds: 1988 Library Improvement Bond Funds

Description: In December of 1992, the Board of Supervisors approved a supplemental appropriation (File 101-92-10.1) in the amount of \$86,213,304 in 1988 Library Improvement Bond proceeds for capital improvement projects, including construction of the new Main Library, relocation of the Library's collections, and various improvements at Branch Libraries. Of this amount, the Board placed \$6,172,083 on reserve, including \$5,216,203 (pending the determination of staffing requirements and the annual Salary Standardization Ordinance increases for FY 1993-94 and FY 1994-95) for project management services to be performed by staff of the Department of Public Works and the Public Library on the new Main Library construction, and \$955,880 (pending the selection of contractors, the submission of budget details, and the MBE/WBE status of contractors) for relocation of the Library's collection, specialized inspection and testing services, and architecture and engineering services for the Branch Libraries.

In December of 1993, the Board of Supervisors released \$3,044,499 of the \$6,172,083 previously placed on reserve for DPW project management services, Public Library project management services, and specialized inspection and testing services, and in September of 1994, the Board of Supervisors released \$150,000 for a new heating system at the Mission Branch Library, thereby leaving a balance of \$2,977,584 on reserve (\$6,172,083 less \$3,044,499 less \$150,000). The proposed subject release of reserve would leave a balance on reserve of \$1,652,017 (\$2,977,584 less the requested \$1,325,567).

The \$1,325,567 in reserved funds now being proposed for release would include \$1,261,483 for DPW project management, and \$64,084 for Public Library project management, for the new Main Library, during the period January 15, 1995 through March 1, 1996.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

The requested funds for DPW project management are as follows:

Department of Public Works

| <u>Class No.</u> | <u>Estimated Hours</u> | <u>Hourly Rate Incl. Fringes</u> | <u>Rounded Total</u> |
|-----------------------------|----------------------------|--------------------------------------|--------------------------|
| 5506 Project Manager | 1,875 | \$89.42 | \$167,690 |
| 5265 Office Engineer | 1,920 | 58.45 | 112,250 |
| 5506 Construction Manager | 2,400 | 93.88 | 225,343 |
| 5206 Associate Engineer | 2,400 | 63.78 | 153,100 |
| 6318 Construction Inspector | 2,400 | 63.78 | 153,100 |
| 5202 Junior Civil Engineer | 3,840 | 47.85 | 183,800 |
| 6248 Electrical Inspector | 1,920 | 69.31 | 133,100 |
| 6242 Plumbing Inspector | 1,920 | 69.31 | <u>133,100</u> |
| Total | | | \$1,261,483 |

The requested funds for Public Library project management are as follows:

Public Library

| <u>Class No.</u> | <u>Estimated Hours</u> | <u>Hourly Rate Incl. Fringes</u> | <u>Rounded Total</u> |
|----------------------|----------------------------|--------------------------------------|--------------------------|
| 3638 Chief Librarian | 640 | \$45.75 | \$29,280 |
| 3632 Librarian II | 640 | 32.14 | 20,570 |
| 1446 Secretary | 640 | 22.24 | <u>14,234</u> |
| Total | | | \$64,084 |

Grand total DPW and Public Library **\$1,325,567**

Recommendation: Release the reserved funds as requested.

Item 11 - File 23-95-1

- Department:** Controller's Office
- Item:** Resolution waiving the stature of limitations with respect to payment of certain warrants of the City in the sum of \$101.00, a legal obligation of the City.
- Description:** According to Section 10.182 of the San Francisco Administrative Code, a warrant issued by the City becomes void one year from the date of issuance. The payee of the warrant may present the warrant to the Controller for payment up to three years from the date that it was rendered void, or four years from the original issue date. After that time period, the Controller may no longer pay such a warrant because the statute of limitations has expired, unless approval for such payment is obtained from the Board of Supervisors.
- The proposed resolution would waive the statue of limitations and would authorize the Controller's Office to replace Warrant Number 545-0266625 issued to Mr. Carter W. Baum on December 8, 1983 in the amount of \$101.00, payable to his wife, Mrs. Sharon Ann Baum.
- Comment:** According to Mr. Honorato Layug of the Controller's Office, the \$101.00 warrant was issued to Mr. Baum, a previous City employee, 12 years ago, by the Health Service System for reimbursement for Mr. Baum's medical services. Mr. Layug reports that Mr. Baum misplaced this warrant, which was never cashed and was subsequently canceled by the Controller's Office. Mr. Baum died in 1986. Mrs. Baum, Mr. Baum's beneficiary, would be the payee of this warrant. According to Mr. Layug, there are sufficient funds in the General Fund to pay for the new warrant.
- Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 12 - File 84-95-1

Departments: Real Estate Department
Department of Public Works (DPW)

Item: Resolution authorizing a Purchase Agreement for acquisition of real property located in Bernal Heights and identified as Assessor's Block 5556, Lots 28, 29, and 30 for the realignment of Brewster Street at Esmeralda Avenue and adopting findings pursuant to City Planning Code Section 101.1.

Property
Purchase Price: \$109,000, plus title insurance and escrow fees not to exceed \$1,000

Source of Funds: Sales Tax (Transportation Authority)

Location: Located at Brewster Street and Esmeralda Avenue (Assessor's Block 5556, Lots 28, 29, and 30).

Size of Property: A total of 4,550 square feet

Description: The DPW reports that the acquisition of the property located at Brewster Street and Esmeralda Avenue is necessary in order for DPW to improve (i. e., create a paved roadway with a sidewalk and a curb on one side of the roadway) and realign Brewster Street at Esmeralda Avenue to improve Fire Department emergency vehicle access to the residences located on the east and south slopes of Bernal Heights. This project is a part of the on-going Bernal Heights Capital Improvement Program, which is funded primarily by Sales Taxes.

Mr. Peter Albert of the Planning Department reports that a sizable portion of the above-noted Bernal Heights area consists of undeveloped parcels of land and unpaved narrow streets, which has resulted in emergency vehicles having difficulty accessing this area and responding to emergencies in a timely manner. Mr. Albert advises that Brewster Street and Esmeralda Avenue, which are both public-right-of-ways, are unpaved with limited accessibility. According to Mr. Albert, much of the Brewster Street right-of-way, in addition to being unpaved, is too steep to be passable. As such, according to Mr. Albert, the acquisition of the property located at Brewster Street and Esmeralda Avenue is required in order for DPW to have sufficient land to improve and realign Brewster Street in order to meet Fire Department standards for emergency vehicle access.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

Mr. Albert advises that the realigned Brewster Street will occupy only a portion of the acquired property. According to Mr. Albert, the unused portion of this property would become surplus property, which would be sold at market rate and the proceeds would be used to supplement funding for other parts of the Bernal Heights Capital Improvement Program. Other improvements being funded under this Program include upgrading sewers, installation of street lighting and increasing water pressure to fire hydrants in the area.

Comments:

1. The Real Estate Department reports that the property located at Brewster Street and Esmeralda Avenue is owned by Bernal Heights Community Foundation, a nonprofit agency. According to the Real Estate Department the purchase price of \$109,000 represents the fair market value for the property located at Brewster Street and Esmeralda Avenue. The FY 1994-95 property taxes currently being paid on this property total \$387.14. Property taxes would no longer be paid to the City if the City acquires the property.
2. The Department of City Planning reports that the proposed acquisition of the subject property is in conformity with the Master Plan and is consistent with the Eight Priority Policies of the City Planning Code Section 101.1.
3. According to Mr. Joe Ovadia of DPW, the estimated cost to improve and realign Brewster Street in order to meet Fire Department standards for emergency vehicles is approximately \$30,000 and would be funded from Sales Taxes, subject to future appropriation approval of the Board of Supervisors.

Recommendation: Approve the proposed resolution.

Item 13 - File 197-95-1

Department: Art Commission

Item: Resolution authorizing the San Francisco Art Commission to establish a fiscal agent for the purpose of accepting contributions to an Adopt-a-Monument Fund for the conservation and maintenance of City monuments and sculptures, pursuant to the Art Commission's Adopt-a-Monument Program.

Description: The proposed resolution would authorize the Art Commission to enter into an agreement with a non-profit agency, the San Francisco Foundation, in which the San Francisco Foundation would act as fiscal agent for the Art Commission's Adopt-a-Monument Program. The Adopt-a-Monument Program provides individuals and groups interested in the City's monuments and sculptures with the opportunity to donate funds for their preservation and maintenance.

Under the fiscal agent agreement, individuals wishing to contribute to the preservation of City monuments and sculptures would donate funds to the Adopt-a-Monument Program through the San Francisco Foundation, rather than directly to the City. It is the experience of the Art Commission that fundraising efforts of this type are more successful when donations are given through a non-profit organization. Individuals contributing to the Program would be eligible for a tax deduction under the same conditions as apply to donations to any other 501(c)3 charitable organization.

Under the fiscal agent agreement, the San Francisco Foundation would receive donations to the Adopt-a-Monument Program, maintain accounting records of the Program, and disburse the funds. While the City would not directly compensate the San Francisco Foundation for acting as fiscal agent for the Program, the San Francisco Foundation pays management fees equal to .0043 percent of the amount of donations received by organizations that it sponsors to its funds manager, the Bank of California, and this fee is passed on to the sponsored organization. Therefore, .0043 percent of donations received by the San Francisco Foundation for the Adopt-a-Monument Program would effectively be used to pay for the fund management fee.

Under the fiscal agent agreement, existing Art Commission staff would continue to administer and raise funds for the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting

Adopt-a-Monument Program at this time. Ms Joanne Chow-Winship, Director of the Art Commission, reports that the Art Commission would like to eventually solicit grant funding to hire a Development Director to raise funds for the Program. According to Ms. Chow-Winship, the Art Commission's goal for the Adopt-a-Monument program is to raise approximately \$1.5 million over the next 3 to 5 years. Funds received by the Adopt-a-Monument Program would be expended solely for conservation, maintenance, fund-raising, and other purposes which are related to preservation of the City's monuments and consistent with the terms of the donations.

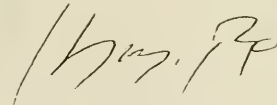
Under the fiscal agent agreement, all contracts let for maintaining and conserving the City's monuments would remain City contracts. The Controller's Office would pay such contractors using funds disbursed by the San Francisco Foundation, as necessary. According to Ms. Deborah Lehane of the Art Commission, the provisions of the City's MBE/WBE ordinance would apply to such contracts.

Comment: Under the proposed resolution, the monies expended by the Adopt-a-Monument Program would not be subject to appropriation approval by the Board of Supervisors. However, expenditures are subject to review by the Purchaser and Controller in accordance with City procedures.

Recommendation:

1. Amend the proposed legislation to require that all monies expended from the Adopt-a-Monument Program fund in excess of \$10,000 for any one project be subject to appropriation approval by the Board of Supervisors.
2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Memo to Budget Committee
February 8, 1995 Budget Committee Meeting



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

SF
90.07
1
2/15, 22/95
Canceled

BOARD of SUPERVISORS



City Hall
San Francisco 94102
554-5184

February 9, 1995

DOCUMENTS DEPT

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY given that the regularly scheduled meetings of the Budget Committee for February 15 and February 22, 1995, at 1:00 p.m., has been cancelled due to the relocation of our City Hall offices to the War Memorial Building. The next regular meeting is scheduled for Wednesday, March 1, 1995, at 1:00 p.m., Room 410, War Memorial Building, 401 Van Ness Avenue..

A handwritten signature in cursive script that reads "John L. Taylor".
John L. Taylor
Clerk of the Board

POSTED: FEBRUARY 10, 1995

